



# **JOB POSTING**

## **MEDICAL CASE**

## **MANAGER**

**Who We Are:** The Aliveness Project is a community center for people living with HIV. We serve around 2,000 folks annually, the majority of whom are low-income. The mission of the Aliveness Project is to link people living with HIV to resources for leading healthy, self-directed lives. Our primary objectives are to ensure that our members have access to:

- Basic needs: We provide meals, a food shelf, and medical nutrition therapy while our Case Management team helps provide access to healthcare and housing.
- Community: Our community center model provides a safe and supportive place for members to gather and build community.
- Prevention: We provide targeted outreach to communities disproportionately affected by HIV through education, awareness, and strategies for eliminating stigma.

Aliveness Project is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.

### **Primary Responsibilities:**

**Medical Case Manager** provides various levels of case management assistance to individuals living with HIV/AIDS, many of whom seek help with medication adherence, chemical dependency, mental illness, housing instability, food insecurity, and other issues.

### **As MCM, primary daily tasks include:**

- Conduct comprehensive assessments (psycho-social, program/service eligibility) and re-assessments of case management clients.
- Complete individual service plans with clients to set goals and strategies to overcome barriers (including but not limited to mental health, chemical health, housing instability or criminal history) to maintaining medical care.
- Maintain a caseload of up to 50 clients with at least monthly follow up.
- Maintain client records and files, collect required documentation from clients, complete data entry of client notes, process information for program reports and invoicing, etc. in a prompt manner.
- Participate in team wide activities and initiatives including trainings and meetings.
- Participate in Staff Liaison roster, ensuring safe and welcoming space for members and staff.
- Engage in outreach and recruitment of new clients at membership services activities throughout the year, including annual picnic, holiday gift program, etc.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Previous experience in providing case management services to low-income individuals, including psycho-social assessment of clients, interdisciplinary care coordination, monitoring of health/social service delivery, and development/usage of client-centered care plans.

- Knowledge of social work and case management guidelines and issues related to working with low-income clients, including data privacy, confidentiality and HIPAA compliance.
- Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental health, housing, health insurance, and other barriers.
- Ability to listen well and assist clients in de-escalation and problem solving.
- Appreciation of and commitment to racial equity and gender inclusion in all aspects of work.
- Experience working with communities of color and or working with Gay/Bi/MSM/Queer and Transgender health issues. Must have an understanding of the complex issues our marginalized populations are faced with and the barriers to
- Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- Skills in preparing client files, records and program reports.
- Strong and timely communication skills with both clients and other professionals.
- Skills in planning such as identifying and sequencing action steps to achieve results.
- Ability to work with clients respectfully and act in a confidential manner.
- Ability to manage, prioritize, categorize, and complete multiple tasks.
- Ability to manage stress in a proactive manner.

**Education:** Bachelor's Degree in Social Work, Human Services, Minnesota Social Work Licensure, Nursing or Psychology is strongly preferred but not required.

**Experience:** Previous experience providing social services in a job that involved carrying a caseload and the following duties: psychosocial assessments, interdisciplinary care coordination, resource development, development and utilization of client-centered care plans. Experience in providing services to people experiencing homelessness and/or mental and chemical health issues strongly preferred.

**Bilingual and Spanish speakers are encouraged to apply.**

**Hours:** 40 hours per week, including evening and weekend hours.

**Salary:** Salary range is \$46,000-\$50,000, depending on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

**Vaccination Requirement:** Aliveness Project requires all employees to be fully vaccinated and boosted against the COVID-19 virus. All new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

**Position open until filled. Please direct resumes and questions to Daisy Degnan at [TheAlivenessProjectHR@kainsurance.com](mailto:TheAlivenessProjectHR@kainsurance.com)**

**Or mail to The Aliveness Project, 3808 Nicollet Avenue, Minneapolis, MN 55409**  
**Website: [www.aliveness.org](http://www.aliveness.org)**