

HIV/AIDS CASE MANAGER

Definition:

The HIV Case Managers located at the St. Francois County Health Center are contracted by the Missouri Department of Health and Senior Services to provide care coordination for HIV/AIDS clients for the Missouri counties of: St. Francois, Ste. Genevieve, Washington, Crawford, Perry, Iron, Madison, Wayne, and Reynolds counties.

Qualifications: Have a minimum of a two to four-year degree in nursing, four-year degree in social work, or health related field, such as counseling, sociology, or psychology and experience in locating, coordinating, monitoring services and knowledge of the available health and psychosocial services needed for individuals who are HIV-infected.

Supervision:

This position is supervised by the Director and or the Assistant Director.

Examples of Work:

This list is not all inclusive.

1. **The Case Manager will** assist the client to develop an individualized service plan that will address needs that have been identified and actions required to accomplish a goal of engagement in and maintenance of HIV medical care.
2. **The Case Manager will** assist the client in interacting with their health care provider so that they may receive care to achieve their highest possible level of health and health related quality of life.
3. **The Case Manager will** assist the client in locating and accessing services that may include:
 - Physicians, clinics, hospitals, dentists, etc.
 - Medicaid, Social Security, housing, etc.
 - Mental health agencies and services
 - Volunteer programs, hospice, community action agencies, etc.
4. **The Case Manager will** provide his or her name and work phone number to the client. The client understand that the client's designated contact, the guardian, or the client may call the case manager during working hours to discuss any concerns they might have regarding services.
5. **The Case Manager will** help the client to identify personal practices that may interfere with their general health and welfare.
6. **The Case Manager will** hold confidential information the client provides, except when it is necessary to prevent serious, foreseeable, and imminent harm to themselves or others.

Knowledge, Skills and Abilities:

- Ability to work well with individuals of diverse socioeconomic/cultural backgrounds.
- This position requires considerable independence in the performance of duties.
- Considerable knowledge of current professional nursing theory and practice required.
- Effective communication skills are a must.
- Must possess basic computer skills.
- The employee spends considerable time traveling to client's homes in the 8 counties covered. They must have reliable transportation.

- Ability to develop and maintain effective working relationships with clients, staff, and other health care professionals.
- Will attend mandatory Health Center staff meetings.
- Missouri Department of Health and Senior Services will provide orientation in accordance with the HIV/AIDS Case Management Manual, Medicaid Waiver Training and other trainings as indicated. Attendance at DHSS mandatory trainings is required.
- The employee will be responsible for keeping current with continuing education as indicated.

Other Responsibilities:

- May be required to assist in other areas of the Health Center in a nursing capacity when necessary.
- The employee is expected to respond to the Health Center in the event of an emergency when Health Center staff is needed.
- Participates in Quality Improvement Planning.
- Will complete all education requirements for MICH Accreditation-Primary level FT Registered Nurse within a year of hire.
- May be required to participate in Health Center Emergency Planning meetings.
- Other duties as assigned.

- ❖ This position earns time and one half for any time worked over 40 hours a week.

Revised February 7, 2018