POSITION: CASE MANAGER

RESPONSIBLE TO: Case Management Program Manager

LOCATION: Fort Collins, Colorado

PURPOSE: To provide individualized, comprehensive case management and advocacy services to people living with HIV/AIDS.

SPECIFIC DUTIES:

- Provides intensive case management, based on level of need, to a caseload of assigned clients.
- Maintains ongoing, proactive contact to assess client’s physical and psychosocial status and needs through personal visits, telephone and written contacts.
- Conducts comprehensive intake and needs assessments to identify client needs, including but not limited to:
  - Access to healthcare and the client’s ability to self-manage and actively participate in healthcare
  - Adherence medication and medical treatment
  - Short term and long term housing needs
  - Income stability including employment needs and eligibility for public benefits (SSI, SSDI, Medicaid, Medicare, etc)
  - Mental health and substance use issues using program specified assessment tools
  - Food and nutrition
  - HIV secondary prevention issues
- Develops strategies and goals through Individual Wellness Plans, in conjunction with clients, to meet identified needs. Maintains timely individual wellness plans according to program policies.
- Maintains quality and timely session documentation on all client interactions.
- Collects service eligibility documentation in a timely manner according to program policies.
- Assess caseloads on a monthly basis to determine client acuity. Inactivates cases based on services usage according to program policies.
- Collaborates and coordinates services with other HIV/AIDS service providers and community agencies.
- Identifies internal and external resources to meet client needs, and refers clients accordingly.

REQUIRED QUALIFICATIONS: Bachelor’s Degree in Human Services, Public Health, Social Work, or related field preferred but will also consider equivalent experience. Strong written and verbal communication skills required. Will be required to use basic math. Understanding of professional boundaries and ethics. Excellent organizational and time management skills. Must have a positive attitude and critical thinking skills. Respect and sensitivity for cultural differences including but not limited to: LGBTQ+ individuals, people who use illicit substances, people who are insecurely housed and/or are homeless, and people who are experiencing mental illness. Regional travel will be required. Valid Colorado Driver’s License required.

SKILLS PREFERRED: Case Management Experience and Training. Knowledge of HIV and related issues. Understanding of the Harm Reduction Model, Motivational Interviewing, and Stages of Change Theory. Training in Cultural Competency/Sensitivity. Ability to work constructively both with a team and independently. Knowledge of
financial management and budgeting. Computer skills including Microsoft Office. Bi-lingual or CAC certification a plus.

**How to Apply:**

E-mail your resume, cover letter to Lori Daigle, Director of Regional Programs. Put "Case Manager" as the subject line or your application will not be reviewed.

Lori.Daigle@coloradohealthnetwork.org

Close date is Wednesday, February 4th, at midnight. Applicants will be notified if they have been selected for an interview by Thursday, February 5th. A group interview will be held the morning of Monday, February 9th. Applicants who are selected to move forward in the interview process will attend an individual interview the afternoon of February 9th.

No phone calls accepted

Equal Opportunity Employer

Position is not final until background check is completed