POSITION: Case Manager

RESPONSIBLE TO: Client Services Manager

LOCATION: Fort Collins, Colorado and Greeley, 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 in both the Fort Collins and Greeley offices.
- Responsible for ensuring that the satellite office in Greeley operates smoothly and efficiently during the two days that it is currently open each week.
- 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 to 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
  - Risk reduction counseling
- Develops strategies and goals through Individual Wellness Plans, in conjunction with clients, to meet identified needs. Regularly updates individual wellness plans according to program policies and standards of care.
- 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. 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. 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. Ability to work constructively both within a team and independently. Must have basic computer skills including Microsoft Office Suite. Reimbursable regional travel and a valid Colorado Driver’s License required.
SKILLS PREFERRED: Previous case management experience and training strongly preferred. Knowledge of HIV and related issues. Understanding of the Harm Reduction Model, Motivational Interviewing, and Stages of Change Theory. Training in cultural responsiveness/sensitivity. (Should this be in the required this) Bilingual a plus.

How to Apply: E-mail your resume and cover letter to Kyla Pfeif, Client Services Manager. Put "Case Manager" as the subject line or your application will not be reviewed.

kyla.pfeif@coloradohealthnetwork.org

Close date for this position is Friday, July 3rd at 5pm.

No phone calls accepted

Equal Opportunity Employer

Position is not final until background check is completed