POSITION: Bilingual Case Manager (Spanish/English)

RESPONSIBLE TO: Client Services Manager

LOCATION: Fort Collins, Colorado

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

SPECIFIC DUTIES:
- Provides intensive case management, based on levels of acuity, to a caseload of assigned clients.
- Provides specialized, culturally specific case management to monolingual Spanish speaking clients.
- Communicating with monolingual clients agency wide, including providing interpretation services to prevention clients
- Maintains ongoing, proactive contact to assess client’s physical and psychosocial status and needs through telephone, email and occasional home visits.
- 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 abuse issues using program specified assessment tools.
  - Food and nutrition
  - Risk reduction counseling
- Develops 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.
- 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.

QUALIFICATIONS REQUIRED:
Bilingual in Spanish/English required. Must have a minimum of a Bachelor’s degree in Human Services, Social Work, or Psychology or equivalent experience. Strong written and verbal communication skills. Understanding of professional boundaries and ethics. Excellent organizational and time management skills. Ability to work both in a team setting and independently. 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 housing and/or are homeless, and people who are experiencing mental illness. Reimbursable regional travel and valid Colorado Driver’s License required.

SKILLS PREFERRED:

**How to Apply:**

E-mail your resume, cover letter to Kyla Pfeif. Put "Bilingual Case Manager" as the subject line to ensure that your application is reviewed. Close date is Friday, July 10th at 5pm.

Kyla.pfeif@coloradohealthnetwork.org

No phone calls accepted

Equal Opportunity Employer

Position is not final until background check is completed