GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JANUARY 29, 2013
CLOSING DATE: FEBRUARY 12, 2013

DEPARTMENT: **Health/Prevention**

POSITION: **Medical Case Manager**

LOCATION: **Globe**

JOB CODE: **13-008**

ANNUAL SALARY: **$29,785.60-$36,296.00 DOE**

NATURE OF WORK

The Case Manager position for the HIV/AIDS Ryan White (RW) Program is under supervision of the Arizona Department of Health Services. The Case Manager is responsible to determine eligibility for the Ryan White Part B Program. The RW Case Manager works with non-medical Ryan White case managers at partnering organizations, with HIV Specialists in the surrounding areas to help coordinate the medical care of patients living with HIV/AIDS in Gila, Apache and Navajo Counties. Coordinating care involves linking clients to services in the areas such as dental, primary health, HIV specialty care, behavioral health, and nutrition services. In addition the case manager will help clients navigate multiple insurance systems available to HIV patients. The position requires strong organizational skills, verbal communication skills, and an understanding of the HIV/AIDS population, barriers to care, disease prevention and transmission, and sensitivity to the social stigma that exists for persons living with HIV.

DUTIES AND RESPONSIBILITIES:

- Provides direct client services to individuals infected and affected by HIV/AIDS including medical service referral, medication assistance, medication adherence, education, risk reduction counseling, partner counseling and referral, mental health referral, housing support, medical transportation assistance, short-term emergency financial assistance, living trusts and end of life planning.
- Acquire Medical Case Management Certification within the first six months of employment.
- Serves on various HIV/AIDS committees; advocates for program funding support and client needs assessments for continued service development.
- Researches and identifies grant funding sources; writes and submits grant applications.
- Coordinates program billing and expenditure; prepares monthly/quarterly/annual reports in compliance with grant funding requirements.
- Serves as a member of the Public Health Emergency Preparedness team; coordinates with the Health Services Nursing section regarding public health emergency events.

WORKING ENVIRONMENT:

Work is performed in an office environment for reporting and data entry. Travel is necessary due to the large geographic area of service. Standing, walking, driving, and lifting/carrying up to 50 pounds is involved.

EMPLOYMENT STANDARDS:

High School Diploma or GED and two (2) years Case Management or Health program experience; or equivalent combination of education, training and experience. Associates Degree is desirable. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Experience in Health or Education field; Excellent Organizational Skills; Excellent verbal and written communication skills; Strong data entry and computer skills, Excel and Word; Capable of working independently and able to manage multiple priorities; Must be able to maintain client confidentiality; Availability for Travel in a large Geographic coverage area.

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Ability to: Conduct a variety of case management functions; provide program assistance to individuals infected and affected by HIV/AIDS; coordinate partner testing; advocate for program funding and resources; identify grant funding sources and prepare/submit grant applications; track and monitor program billing and expenditures; communicate effectively verbally and in writing; understand issues faced by individuals with HIV from diverse backgrounds.
Skills in: Coordinating and delivering HIV program services and providing case management assistance to individuals infected/affected with HIV/AIDS.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.