

ALLIANCE FOR LIVING

154 Broad Street
New London, CT 06320
860-447-0884

860-447-3226 (Fax)
Norwich Office: 860-892-2752

E-mail: cjones@allianceforliving.org Website: www.allianceforliving.org

<p>Job Description – Non-Medical Case Manager/ 37.5 hours/week - Non-Exempt</p>
--

Join Alliance for Living!

Alliance for Living is the only HIV/AIDS service organization and resource center in Southeastern Connecticut. We are a team of dedicated professionals who are passionate about helping people living with HIV/AIDS in our community. You will be making a direct impact in the lives of people living with HIV/AIDS, while enjoying the truly exceptional benefits of one of Southeastern CT's most respected non-profit organizations.

General Information:

The Non- Medical Case Manager works in collaboration with clients and Medical Case Managers to navigate through complex governmental systems, access medical, social, housing, legal and emergency services.

General Description of Activities:

- Maintains a caseload and provides non-medical case management activities on a daily basis for Ryan White eligible clients.
- Facilitates client referrals and services with all service providers.
- Executes Dept. of Public Health service delivery protocol.
- Maintains a current knowledge of HIV/AIDS medical treatment disease trends; also housing standards and trends.
- Works collaboratively with other agency staff in developing and ensuring the delivery of comprehensive services for clients.
- Attends all mandated Dept. of Public Health trainings.
- Works as a team member in providing agency coverage for evening and weekend activities.
- Conducts client data collection and entry into Careware; ensures all data and files are audit-ready.
- Maintains both a valid driver's license and car insurance.
- Performs other duties as assigned.

Job Description – Non-Medical Case Manager-37.5 hours/week - Non-Exempt

Qualifications:

- A strong commitment and passion for people living with HIV/AIDS and those who are homeless or at-risk for homelessness;
- Knowledge of HIV/AIDS including testing, diagnosis and treatment and resources available;
- A bachelor's degree in Human Services or related field or four years' relevant experience or equivalent combination of education and experience;
- Strong written and verbal communication skills;
- Both a team oriented person and the ability to work independently, with minimum supervision;
- Computer proficient (MS Office) and demonstrates the efficient use of relevant software programs;
- Must be able to multi-task and cross-train for other assignments/programs;
- The ability to work in a culturally intelligent organization to ensure the effective and compassionate delivery of client care and assignment of resources;
- Must operate within a Harm Reduction model;
- Must have own transportation, both valid driver's license and insurance; and
- Bi-lingual ability preferred.
- Individuals with diverse cultures, background, life experiences, and identities are encouraged to apply.

Benefits

- 3 weeks' vacation
- 12 holidays ·
- Paid sick time
- Comprehensive benefit package for health, life and disability insurance
- Pre-tax medical and dependent care plans
- Retirement plan with up to a 6% employer match