

**ALLIANCE FOR LIVING
AT THE LIVING CENTER**

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**Job Description - Medical Case
Manager/Housing Case Manager**

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 Medical Case Manager/Housing Case Manager works in collaboration with clients and providers to coordinate care, navigate through complex governmental systems, access medical, social, housing, legal and emergency services. The role coordinates and facilitates case conferences with all health care and social service providers. The Medical Case Manager/Housing Case Manager provides HIV/AIDS education and access to ongoing client workshops and seminars. Coordinates the 340 pharmacy program for eligible clients.

General Description of Activities:

- Maintains a caseload and provides case management on a daily basis for both Ryan White and Housing clients at AFL and/or within a clinic setting.
- Facilitates client care 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 and housing standards and trends. Attends trainings to update knowledge base of same.
- Works with Director of Medical Case Management on administrative reporting (DPH and United Way Outcomes, CareWare, Medication Adherence, etc.).
- Works collaboratively with other agency staff in developing and ensuring comprehensive services for clients.
- Works in conjunction with the Housing Coordinator to assist clients in participating in the AFL Housing Program or finding safe affordable housing for members.
- Attends all mandated Dept. of Public Health trainings and Housing trainings.
- Works as a team member in providing agency coverage for evening and weekend activities.
- Escalates issues to senior management as necessary to promote problem resolution.

- 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.

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; knowledge of landlord-tenant matters and housing services;
- A bachelor's degree in Human Services or related field or four years relevant experience or equivalent combination of relevant 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 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 effective delivery of client care and assignment of resources.
- Must operate within a Harm Reduction and Housing First model;
- Must have own transportation, both valid driver's license and insurance;
- Bi-lingual ability preferred;
- Preference for individuals with diverse cultures, backgrounds, life experiences, and identities, to effectively manage both diverse programs and client base.

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