



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • act-ct.org

WANTED: A versatile Medical Case Manager at ACT!

HOURLY RATE: \$17.75 - \$18.25 commensurate with experience

WHY WORK AT ACT?

At ACT, we work with other community agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS A MEDICAL CASE MANAGER?

You will do a lot! Most importantly, you will coordinate care and continuity for clients that are living with HIV. The MCM will work collaboratively with clients, medical service providers and other external partners, to assist in the delivery and continuity of quality health care and supportive service needs,

Additionally, you will be responsible for completing comprehensive assessments, conducting ongoing evaluations, and documenting clients' progress, as specified by the Ryan White standards of care.

But wait, there's more! You will also provide one-on-one counseling and HIV/STI related education and learn to prepare quarterly reports.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have an Associate's degree in Human Service or related field, or have three years of related experience
- Have strong computer skills, including proficiency in the Microsoft Office Suite
- Have advanced organizational skills
- Have the proven ability to handle a high volume of work
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Are willing to travel to meet clients' needs as needed
- Are comfortable with compensation around \$17.75 - \$18.25 for a 35-hour work week



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • act-ct.org

BONUS POINTS IF:

- You are familiar with CAREWare, the client software we use
- You have knowledge of the Ryan White Standards of Care, navigating the healthcare system and entitlement systems
- You have a personal connection to the mission of ACT

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- 31 days of paid time off per year
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Medical Case Manager” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.