



POSITION TITLE: Medical Case Manager

SALARY RANGE: \$23.00 per hour (35 hrs/weekly) (Temp Services)

DEPARTMENT: Health and Community Wellness

REQUIREMENT: Applicants must be City of Newark Residents.

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SUMMARY:

Medical Case Management (MCM) services are provided under the direction of, or by referral from, a clinical provider and include client centered services that implement the clinical treatment plan, including linking clients with health care, psychosocial, and other services. The coordination and follow-up of medical treatments are key components of medical case management. These services ensure timely and coordinated access to medically appropriate levels of health and support services and continuity of care through ongoing assessment of the client's and other key family members' needs and personal support systems. Medical case management includes the provision of treatment adherence counseling to ensure readiness for, and adherence to complex HIV/AIDS treatments.

JOB DESCRIPTION:

- Work in conjunction with medical care providers
- Implement the medical treatment plan by providing counseling on medication, appointment and other treatment adherence issues.
- Conduct initial pre-screening of clients to determine eligibility for services and appropriateness of case management services.
- Verify enrollment in medical care, and support enrollment of the uninsured in Basic Health Care (BHC) if eligible.

- Perform client intake and needs assessment including completion of all required paperwork.

Complete client assessment and reassessment including the acuity scale as a standard measure for the system of care.

- Develop a comprehensive care plan jointly with the client that includes short and long term goals focused on attaining, maintaining and achieving positive health outcomes.
- At least twice annually evaluate and update the client care plan based upon changes to health status and other factors detailed in the reassessment or acuity scale.
- Conduct risk reduction counseling and partner counseling and provide referral services (PCRS) with all clients to prevent HIV transmission.
- Refer and link clients to appropriate services within the system of care that promote positive health outcomes, treatment adherence, and greater self-sufficiency. Monitor the client's follow-through with these services.
- Data entry into CHAMPS system
- Data entry into Intergy system.
- Provide access to Emergency Financial Assistance (EFA), (e.g. food vouchers, utility payment assistance, and transportation vouchers) as needed to promote and maintain positive health outcomes
- Enroll clients in the AIDS Drug Assistance Program (ADAP) and recertify them annually.
- Enroll clients in Early Intervention Services.
- Take the extra mile and interact with patients to keep track of their progress and to ensure satisfaction
- Record cases information, complete accurately all necessary forms and produce statistical reports