

Action Wellness
POSITION DESCRIPTION

Position Title: **Bilingual Perinatal/Family HIV Case Manager (French-speaking)**

Reports To: Case Management Coordinator

Department: Direct Services

Program: Perinatal

Status: Full-time, Nonexempt, eligible for benefits

Qualifications:

- Degree in Nursing or Social Work. Minimum Bachelor's Degree, Master's preferred.
- Minimum of one year experience in social/human service delivery.
- Experience working outside of a hospital setting.
- Expertise in case management, client advocacy, and women's health with some supervisory experience preferred.
- Ability to work with diverse populations and with critical and emergency situations.
- Sensitive to cultural and economic differences and the concerns of women and children.
- Knowledge of local resources and service pool.
- Understanding of medical and psycho-social issues related to HIV disease and conditions specifically related to HIV positive pregnant women.
- Flexibility in work hours, including occasional evenings and weekends for annual agency events.

Basic Function:

- Provide the full range of case management services to assigned case load of approximately 40-45 HIV positive clients, including some pregnant women, in clinical and/or office settings.
- Work with other identified program staff to decrease vertical transmission of HIV in consumers who receive services.
- Function as a part of the Direct Services team to ensure high quality services are provided to clients.
- This position is located in West Philadelphia. Agency meetings are held bi-monthly in Center City. This position is outstationed 1+ days each week at Strawberry Mansion Health Center.

Specific Responsibilities:

- Act as medical case manager for individuals, pregnant women and families infected/affected by HIV/AIDS.
- Assess clients' needs; develop, implement and monitor service care plans.
- Link clients to appropriate medical, mental health, housing, addiction and support services.
- Coordinate and monitor services; assist clients with advocating for entitlements.
- Provide on-site case management in clinics or hospitals as needed.
- Conduct home visits as necessary.
- Collaborate with other service providers and agencies.
- Provide information, education and referral to clients and members of their support system as required.
- Serve as a resource for the community around AIDS-related issues.
- Participate in Action Wellness Staff and supervisory meetings.
- Complete written documentation of client interactions within 2 business days.

- May supervise one or two Assistant Case Managers.
- May be responsible for creating and maintaining resource lists.
- Attend a minimum of 2 medical appointments.
- Perform other duties as required.

Performance Standards:

The following performance standards are specific to this position. Meeting or exceeding these standards is an expectation of employment, as is compliance with all other organizational and departmental policies, procedures and expectations.

- Complete all documentation/paperwork concerning client contact and referrals per time frames established in the Direct Service Policy and Procedure Manual.
- Maintain and document at least the minimum contact with each client assigned to caseload as per time frames detailed in the Direct Services Policy and Procedure Manual.
- Maintain a minimum of 450 units of service (15 minute time increment) per month.
- Maintain a strengths-based approach in interactions with clients.
- Proactively advocate for clients, exhausting all available resources.
- Participate in weekly individual supervisory meetings.
- Participate in monthly Group Supervision meetings.
- Attend Direct Service and General Staff Meetings.
- Maintain awareness and knowledge of resources, benefits and entitlements necessary to refer clients for services and to advocate for client needs.
- Adhere to core values as outlined in Employee Handbook.

Position Available: Immediately

Action Wellness is an Equal Opportunity Employer. Action Wellness offers a supportive work environment and excellent benefits.

All resumes will be retained for one year. No calls please.

Action Wellness - Human Resources
1216 Arch St., 6th floor
Philadelphia, PA 19107

My signature below attests that I have read the job description for my position, and understand the requirements of my role.

Signature of Employee

Date