

Health Emergency Lifeline Programs (HELP) – Job Posting

1726 Howard Street, Detroit, MI 48216

Title: Medical Case Manager (full time)

Applications: Please submit resumes via email to help@helpoffice.org, fax to (313) 832-3393 or by mail to 1726 Howard Street, Detroit, MI 48216.

General Summary: Provides all aspects of medical case management services for HIV positive clients as outlined in the Essential Duties and Responsibilities; Adheres to Case Management Standards of Care;

Essential Duties and Responsibilities:

- Performs intakes and assessments; develops care plans with clients focusing on access to and continuation in primary medical care and treatment adherence;
- Identifies resources, advocates and provides guidance/referrals;
- Facilitates clients' access to medical treatment, insurance coverage, substance abuse treatment, mental health care, entitlements, community based programs and other resources as needed;
- Provides education/training resources for clients including risk reduction;
- Monitors clients' progress and performs required follow up;
- Maintains documentation in client files and computer data system according to agency standards;
- May provides education/training for clients including life skills, risk reduction, household & personal financial management; landlord/tenant relationships, etc.

Required Education/Experience: Bachelor's degree in social work or related field required. MDHHS HIV/AIDS Case Management certification required within 6 months of hire. Two years case management or related experience required.

Required Knowledge, Skills, and Abilities:

- Knowledge of HIV/AIDS including risk factors, disease processes, opportunistic infections and treatment
- Excellent customer service skills as well as the ability to professionally interact with individuals from diverse populations and accommodate social and cultural differences.
- Computer skills including proficiency with Microsoft Office applications.
- Must have great organizational skills and be able to multi-task.

SUPERVISORY RESPONSIBILITIES

Not applicable.

TRAVEL

This position may require some local travel for client services including home visits, clinic visits.

SALARY RANGE & BENEFITS

- \$38,500 - \$43,000 annual salary range (\$18.51 to \$20.67 hourly)
- Benefits include paid time off, agency recognized holidays, medical, vision, dental, disability and life insurance after 90 days, subject to agency and insurance eligibility criteria.

SCHEDULE & WORKING CONDITIONS

This position is full time, predominantly during business hours Monday through Friday and may require some evening and weekend hours. The position is based in Detroit. Work is generally performed within the office environment and includes significant phone and email contact with clients, other providers and the general public. This position reports to the Case Management Supervisor.

TO APPLY

Send cover letter and resume to info@helpoffice.org and include Medical Case Manager in the subject line. No phone calls and no recruiters, please. Applicants responding by April 23, 2018 will receive priority consideration.

HELP is an Equal Opportunity Employer and values a diverse workforce. HELP does not discriminate on the basis of age, race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants who identify as LGBTQ+ and those who represent minority and/or underserved communities are strongly encouraged to apply.