

# SOUTHERN ARIZONA AIDS FOUNDATION

## BILINGUAL CASE MANAGER JOB DESCRIPTION

Scope of Work: The Case Manager provides comprehensive case management services to a broad spectrum of persons living with HIV/AIDS and their families. The Case Manager position is a full-time non-exempt position.

Functional Responsibilities:

- Provide a range of client-centered services that link clients with primary medical care, psychosocial services, benefits, and other services to ensure continuity of care and timely, coordinated access to medically appropriate levels of health and support services through:
  - a. initial assessment of service needs including Self-Sufficiency Matrix;
  - b. development of a comprehensive, individualized service plan;
  - c. coordination of services required to implement the plan;
  - d. client monitoring to assess the efficacy of the plan;
  - e. periodic re-evaluation and adaptation of the plan as necessary; and
  - f. client-specific advocacy and/or review of utilization of services.
- Participate in case conferencing with the medical team, the medical case manager and/or community service providers for continuity of care and coordination of psychosocial services. Monitor and note medication adherence and treatment compliance.
- Assist clients with obtaining employment and other sources of earned income.
- Prepare client documentation for financial assistance referrals.
- Provide benefit/entitlement counseling and referral activities to assist eligible clients to obtain access to public and private program for which they may be eligible.
- Prepare client documentation for housing application screening process.
- Conduct home or institutional visits to assess and support client and/or identify unmet needs.
- Provide transitional case management for incarcerated individuals as they prepare to exit the correctional system
- Facilitate support groups and programs for agency clients as needed.
- Maintain timely and accurate documentation of all client contacts.
- Serve as member of Care Services team.
- Attend agency staff meetings.
- Obtain a minimum of 10 hours per year of continuing education/training directly related to case management.
- Comply with SAAF employment and quality assurance policies and procedures.

- Perform other tasks as assigned.
- Reports to the Case Management Coordinator.

**Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- MSW, Masters or Bachelor's degree in human services or related field; and/or one years' work experience in a human service setting.
- Bilingual (English/Spanish).
- Proficiency with Microsoft Office.
- Must have access to reliable transportation, a valid Arizona Driver License and a driving record that will be supported by our liability insurance provider.

**Preferred Qualifications:**

- Knowledge of HIV/AIDS issues.
- Two years case management experience working with people with substance abuse and/or mental health issues and/or issues with homelessness.
- Experience working with Tucson human service providers.
- Effective oral and written communication skills.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Proficiency with database systems.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- **Compensation:** Minimum hourly pay rate of \$15.44 per hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.
- **To Apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.
- **Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.
- **Start Date:** As soon as possible.