

SOUTHERN ARIZONA AIDS FOUNDATION

HOPWA CASE MANAGER JOB DESCRIPTION

Scope of Work: The HOPWA Case Manager provides comprehensive medical case management and supportive services to a broad spectrum of persons living with HIV/AIDS and their families. The HOPWA Case Manager assists clients and their households with obtaining and maintaining housing, ensures access and adherence to medical care, and assists with providing supportive services. The HOPWA Case Manager position is a full-time non-exempt position.

Functional Responsibilities:

- Provide a range of client-centered services to support persons living with HIV/AIDS in obtaining or maintaining primary medical care and housing through:
 - a. initial assessment of service needs including Self-Sufficiency Matrix;
 - b. Complete the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) with clients assessing for housing
 - c. development of a comprehensive, individualized service plan;
 - d. coordination of services required to implement the plan;
 - e. client monitoring to assess the efficacy of the plan;
 - f. periodic re-evaluation and adaptation of the plan as necessary; and
 - g. Client-specific advocacy and/or review of utilization of services.
- Conduct assessment of all clients requesting Short Term Rent, Mortgage, and Utility (STRMU) assistance and process requests for STRMU assistance.
- In collaboration with the client, develop a service plan which outlines goals so clients receiving STRMU assistance can achieve long term housing stability.
- Complete data entry for STRMU in the Homeless Management Information System (HMIS) database.
- Responsible for assisting walk-in clients with basic needs and linking walk-in clients to appropriate services at SAAF or in the community.
- Assist with determining types of housing assistance clients will receive in conjunction with the SAAF Housing Team. Actively participate in weekly housing meetings.
- Conduct home visits to assess and support client and/or identify unmet needs and institutional visits as applicable.
- Attend and participate in treatment team meetings with medical providers and network with other agency and community service providers to secure appropriate, quality services for agency clients.
- Ensure housing participants understand their tenancy/participation agreements, their rights and obligations as participants, and their SAAF client rights and responsibilities.
- Maintain timely and accurate documentation of all client contact.
- Serve as member of Care Services Department, working in close coordination with the case

management and housing teams.

- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Housing Program Coordinator.

Minimum Qualifications:

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Bachelor’s degree in social services, education, health, or related field; or one year of work or direct client/participant volunteer experience in a human service setting.
- Must have access to reliable transportation and valid Arizona Driver’s License.
- Bilingual (English/Spanish).

Preferred Qualifications:

- Knowledge of HIV/AIDS issues.
- Two years case management experience working with people with substance abuse and/or mental health issues.
- Knowledge of supportive housing programs and issues related to homelessness.
- Experience working with Tucson human service providers.
- Effective oral and written communication skills.
- Proficiency with database systems.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- Proficiency with Microsoft Office.

Compensation: Minimum rate of pay \$16.00/hour, DOE; 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 or visit 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.