



Non-Exempt
December 19, 2011

JOB ANNOUNCEMENT

Position: Case Worker

Reports to: Program Director

Salary Range: Staring salary based on experience, qualification, and budget.
(100% time – 40 hours a week)

Position Purpose:

Under the direction of the Program Director, the Case Manager is responsible working closely with people living with HIV/AIDS (PLWHA). The candidate will also be knowledgeable about interventions for both individual and group level counseling as well as HIV pathogenesis and immunology, early intervention with anti-retroviral, adherence and compliance to prescribed medication protocol, side effects management, drug and treatment access, clinical trials and various forms of self care maintenance including, but not limited to acupuncture and acupressure, massage, herbs and holistic methods. Basic harm reduction chronic care management counseling will also be provided regarding protection against re-infection. The Case Manager is responsible for providing direct services to JWCH's core clinical programs including case management, mental health support, substance abuse, and treatment adherence services to HIV-infected populations and their families.

Principal Responsibilities:

1. Provide targeted HIV and chronic disease Case Management (CM) Services to low income populations;
2. Coordinate outreach and recruitment to PLWH/A;
3. Collect, report and manage aggregate and individual client data
4. Collaborate with multi-disciplinary team, including, but not limited to medical, behavioral health, and other health services
5. Participate in case conference/clinical supervision sessions with multi-disciplinary team
6. Maintain documentation of all client contacts and assist in preparing timely reports subject to review and evaluation of internal and external stakeholders
7. Assist staff that provides facilitation of emotional support and other group level interventions specific to monolingual and limited English speaking clients
8. Other activities as required to conduct program and agency objectives
9. Other duties as assigned by the Program Manager
10. Maintain contract and HIPAA compliance as indicated by County/OMH guidelines;
11. Prepare monthly and annual reports as required by OMH;
12. Attend community planning, taskforce, and staff meetings, as required or scheduled;
13. Assist in event coordination, planning and implementation, as indicated;
14. Assist with HIV CM marketing campaigns for recruitment;
15. Other duties as assigned.



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Requirements:

1. Bilingual (English/Spanish)
2. BS or BA degree in Public Health or a health/human service field or three (3) years equivalent experience.
3. Experience working with target population.
4. Current HIV/AIDS and STI's knowledge and trained in HIV counseling.
5. Effective oral and written communication skills.
6. Working knowledge of word processing (MS Word) and spreadsheet (MS Excel) programs.
7. Understanding and experience implementing HIV health educational risk reduction curriculum.

Preferred:

1. Experience providing clinical case management to monolingual Spanish Speaking Latinos.

To apply, please fax or email resume or list of qualifications including the job code number to:

**JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 354
Fax Number (213) 413-3443
E-Mail cespinoza@jwchinstitute.org**

Closing date: Open until filled.

JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).