



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

**JOB TITLE:** Transitional Case Manager

**PAY RATE:** \$22-\$25/hour

**REPORTS TO:** Program Manager

**WHAT WILL YOU DO AS TRANSITIONAL CASE MANAGER?**

Provide short-term case management to HIV+ inmates immediately before and after release from incarceration to ensure continuity of medical care and linkage to entitlement and other services.

**RESPONSIBILITIES:**

- Develop and maintain good communication and work in collaboration with the Department of Corrections (DOC) Medical Staff and community service providers
- Collaboration with DOC staff in correctional facility medical units in order to conduct an initial intake/assessment of discharging inmates
- Initiate contact with clients at least once while they are still incarcerated
- Involve clients in the development of a comprehensive care plan
- Develop a working knowledge of community resources available to meet clients' needs
- Maintain ongoing networking efforts with community providers in the assigned region(s)
- Transport clients, when appropriate, after release from prison and arrange for immediate social and medical needs to be met until community service providers assume the client on caseload
- Effectively monitor client issues and advocate for clients in crisis situations
- Monitor client progress closely during the first 30-45 days after release
- Provide coverage for TLC teammates during absence in specified regions
- Present new/active/closed cases bi-weekly during staff meetings
- Represent Project TLC and ACT in a professional manner
- Conduct weekly/monthly data entry into electronic record keeping (CAREWare) system
- Obtain and maintain CT DOC clearance-background check
- Other duties as assigned

**QUALIFICATIONS:**

- Minimum Bachelor's Degree and 2 years of relevant experience required
- Comfortable working with people with HIV/AIDS, those who are incarcerated and with visiting correctional facilities
- Willingness and ability to work in a respectful manner with people of diverse racial/ethnic background, socio-economic circumstances, religions, cultures and sexual orientations
- Strong organizational, time management, written and verbal communication skills required
- Ability to work collaboratively and independently in a fast pace environment and ability to respond to changes quickly with limited supervision is expected.
- Creativity, flexibility and ability to work as part of a team



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- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Knowledge of computer applications including Microsoft Office and CAREWare database
- Bilingual (English/Spanish) a plus
- Must have reliable transportation, a valid Connecticut driver's license, clean driving record and be willing to travel statewide
- Must pass and maintain a Department of Corrections clearance

**WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:**

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

**SOUND LIKE A GOOD FIT?**

If so, please send your thoughtful cover letter and resume to [apply@act-ct.org](mailto:apply@act-ct.org) with "Transitional Case Manager" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

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