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**JOB TITLE:** Project TLC Coordinator

**PAY RATE:** \$52,000-\$55,000/year

**REPORTS TO:** Program Manager

**WHAT WILL YOU DO AS PROJECT TLC COORDINATOR?**

Ensure the smooth functioning of Project TLC and 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:**

- Ensure the smooth functioning of Project TLC
- Act as team lead and liaison to Program Manager
- Ensure all files are completed and that Department of Public Health requirements are met
- Ensure that caseload is evenly distributed and that intake, service plan and discharge deadlines are met
- Maintain good communication with the Department of Corrections (DOC), UCONN Correctional Managed Health Care staff and community service providers
- Maintain a caseload of clients adhering the Transitional Case Management Standards of Care
- Represent Project TLC and ACT in a professional manner
- Conduct timely data entry into electronic record keeping (CAREWare) system
- Obtain and maintain CT DOC clearance-background check
- Other duties as assigned
- Willingness and ability to work in a respectful manner with people of diverse racial/ethnic background, socio-economic circumstances, religions, cultures and sexual orientations
- Comfortable working with people with HIV/AIDS, those who are incarcerated and with visiting correctional facilities
- Compile reports for State of Connecticut Department of Public Health as specified by contract in conjunction with Program Manager
- Serve on Agency Committees as needed

**QUALIFICATIONS:**

- Minimum Bachelor's Degree and 2 years of case management experience required, with one year of supervisory experience preferred
- Knowledge of the criminal justice system
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Strong organizational, time management, written and verbal communication skills required
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- Ability to work collaboratively and independently



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- Experience working in a fast pace environment and ability to respond to changes quickly
- Creativity, flexibility and ability to work as part of a team
- Ability to work with limited supervision (face to face and/or virtual) is expected
- Knowledge of CAREWare a plus
- 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 "Project TLC Coordinator" 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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