



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

JOB TITLE: Medical Case Manager – **Bilingual English/Spanish Required**

PAY RATE: \$22.00 – 24.00 / hour

REPORTS TO: Program Manager of Community Services

WHY WORK AT ACT?

At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues through three programmatic divisions (AIDS CT, CAHS and CFHR). We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants.

WHAT WILL YOU DO AS MEDICAL CASE MANAGER?

You will coordinate care and continuity for clients that are living with HIV. You will work collaboratively with clients, medical service providers and other external partners, to assist in the delivery and continuity of quality health care and supportive service needs.

RESPONSIBILITIES:

- Perform client intakes, provide one-on-one counseling and HIV/STI related education.
- Create comprehensive assessments, conduct ongoing evaluations, and document clients' progress, as specified by the RW standards of care.
- Develop an individualized care plan with the client that identifies goals, interventions, and timeframes for resolution.
- Maintain face to face, telephone, and other encounters with clients.
- Address compliance and barriers to treatment.
- Assist clients in navigating the health care system, coordinate specialty care, and follow-up on other care coordination needs.
- Determine the acuity level of case management needs required to achieve goals and self-sufficiency.
- Confirm program eligibility and obtain applicable documentation for service.
- Maintain a caseload of at least 30 clients that are living with HIV.
- Submit appropriate social service referrals.
- Assist clients on a drop-in basis, as well as during regularly scheduled appointments.
- Complete grant required reports and other related documentation.
- Attend job related trainings to satisfy federal requirements.
- Ensure clients' labs are updated every three months or as indicated by the medical provider.

QUALIFICATIONS:

- Bachelor's degree in social work or human service field.



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- Five or more years of experience relevant to case management, advocacy services or similar work within the public or direct service capacity preferred.
- Extensive knowledge of HIV/HCV/STD infection, transmission, and prevention.
- A valid driver's license and reliable transportation is required.
- Knowledge of local community resources and programs related to HIV, health care, substance use, and basic needs.
- The ability to demonstrate service effectively with people of diverse races, ethnicities, ages, sexual orientations, and drug use patterns in a multicultural environment.
- Experience working with clients with psychiatric disabilities, chemical dependency and other life altering diseases.
- Demonstrates strong working knowledge of Microsoft Office applications.
- Committed to health equality and culturally relevant services.
- Solid history of punctuality and work attendance.
- Bilingual- English and Spanish Required

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 with "Medical 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.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.