



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

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Job Announcement:

Job Title: HIV Case Manager and Prevention
Opening Date: September 6, 2018
Closing Date: Until filled
Salary: \$42,000-\$49,908 (commensurate with experience)
Job Type: Full-time, Non-exempt
Location: Casper, Wyoming

General Description

The HIV Case Manager is salaried and benefitted as defined in the Casper-Natrona County Health Department(CNCHD)'s Personnel Handbook. The HIV Case Manager assures the provision of client-centered services in line with the client's treatment plan and HIV Continuum of Care, including linking clients to healthcare, psychosocial, and other services for persons living with HIV/AIDS and those at risk for HIV/AIDS. The HIV Case Manager ensures timely and coordinated access to medically-appropriate levels of health and support services as well as continuity of care through ongoing assessment of client's needs and personal support systems. The HIV Case Manager is responsible for assuring the clients' retention in care and linkage of clients to evidence-based services to promote the HIV Care Continuum.

The employee in this position must remain trained and competent in HIV treatment and best practices in HIV prevention. Continuing education is required and will be provided by the department as necessary.

The expectation of CNCHD and the Wyoming Department of Health is that HIV case managers should have education, experience, and/or training in the following areas.

- Physiological understanding of HIV/AIDS and common co-infection impact on client's treatment and wellbeing.
- Psychosocial assessments of clients
- Interdisciplinary care coordination
- Monitoring of health and social service delivery systems to maximize efficiency and cost effectiveness

- Knowledge of the resources available to target populations
- Development and utilization of client-centered plans
- Privacy and confidentiality of protected health information
- Cultural competency, client-centered service delivery, and experience with diverse populations
- Gain knowledge of HAB measures and utilize for quality care
- Schedule routine visits with clients every six months or more frequently based on need.
- Harm Reduction and prevention strategies for populations at risk

Specific Duties:

- Provide evidence-based case management to persons living with HIV/AIDS.
- Perform client intake and enrollment paperwork and documentation.
- Complete routine client re-enrollment paperwork and documentation.
- Carry an appropriate client case load as determined by Lead Case Manager and other department leadership.
- Complete client assessment and reassessment on at least a monthly basis or as condition/client need changes.
- Refer and link clients to appropriate services within the system of care that promote positive health outcomes, treatment adherence, and greater self-sufficiency. Monitor the client's follow through with these services.
- Document all case management activities in CAREWARE, Patagonia EMR, and file documentation in charts, and upload information that is need to provide optimal care. Document case management activities CAREWARE within 72 hours of any client contact.
- Gain information on additional services that could benefit clients
- Participate and help facilitate CNCHD CARE Fair.
- Assist with tracking of programming needs
- Market HIV case management services in the community
- Attend meetings and webinars as needed for continuing education, including travel as needed for HIV Case Management Update and other necessary trips
- Build capacity for HIV case management services at CNCHD, which may include writing grants and identifying ways to improve reimbursement for HIV case management services with various payers.
- Assist with data tracking relevant to HIV case management services at CNCHD
- Coordinate HIV case management activities with other programs within CNCHD and with other health care providers in the county (i.e., ongoing testing/screening for sexually-transmitted infections and sexual health clinical services).
- Assist Lead Case Manager in evaluating the effectiveness of HIV case management services at CNCHD.
- Stay current on all issues and best practices related to provision of care for persons living with HIV/AIDS.
- Provide case management services with non-judgement and focus on sex-positive health education.
- Attendance at/networking with peer support groups
- Adhere to professional boundaries for case manager and client.
- Perform HIV Testing activities at various locations, providing counseling and harm reduction

Minimum Qualifications:

- Bachelor's degree in related field (nursing, public health, social work, health administration, health promotion, health policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas)
- Reliable, self-directed, and detail-oriented
- Ability to provide leadership and problem-solving skills
- Excellent customer service skills
- Speak, read, and write English language.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

Preferred Qualifications:

- Bachelor's degree in related field (nursing, public health, social work, health administration, health promotion, health policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas) plus a two years of related healthcare/public health/social work experience

Knowledge, Skills, and Abilities

- Ability to work independently, as well as a team member.
- Proficient computer skills.
- Ability to work in a team setting.
- Ability to follow written and oral instructions.
- Ability to complete routine task independently.
- Ability to lift forty pounds from floor to waist level.
- Ability to withstand hours of standing, walking, bending, stooping and lifting.
- Read, write and speak English

Responsibility/Accountability:

This position reports directly to the Lead HIV Case Manager.

ADA Essential Requirements

- Must possess manual dexterity, good hand/eye coordination
- Vision adequate for daily work, corrected vision of 20/40 on the Sneller scale
- Hearing adequate for daily work, corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- Operate vehicle for travel in conducting work requirements in a variety of setting

Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Include

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals associated with routine and incidental assignments.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Anna Kinder, M.S.OTR/L
Lead HIV Case Manager,
CNCHD
Project Director, WyAETC
PTP Coordinator, MWAETC
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