



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St
Casper, WY 82601
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www.casperpublichealth.org

Job Announcement:

Job Title: HIV Case Manager and Wyoming Cancer Coalition
Coordinator
Opening Date: May 30, 2020
Closing Date: Open until filled
Salary: \$42,000-\$45,000
Job Type: Full-time, Non-exempt, Benefitted
Location: Casper, Wyoming

Position Description:

Under the supervision and direction of the Executive Director, this position will fulfill the duties outlined for both the HIV Case Manager and the Wyoming Cancer Coalition (WYCC) Coordinator. This position will require good time management and organizational skills to work between these programs. WYCC Coordinator works to build the Wyoming Cancer coalition's capacity to lessen the impact of cancer in Wyoming by developing and implementing collaborative and comprehensive approaches to cancer across a spectrum of areas. The WYCC Coordinator works across the state to increase the WYCC's capacity. 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. 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. This position requires continuing education and training about HIV treatment and best practices, which will be provided, as necessary.

WYCC Coordinator Specific Duties and Functions

1. Work directly with the WDH, Comprehensive Cancer Control Program to ensure coalition and state goals directly coordinate.
2. Identify gaps in coalition representation and recruit new participants.

3. Increase coalition visibility.
4. Develop relationships and collaborative networks.
5. Serve as spokesperson and representative of the coalition.
6. Attend and facilitate coalition and workgroup meetings and activities
7. Implement designated scope of work/work plan with screening elements, prevention elements, and survivorship elements.
8. Develop media campaigns and material for distribution across the state.
9. Assist with strategic planning for 2021-2025 Cancer Plan.
10. Statewide travel, as necessary.

HIV Case Manager Specific Duties and Functions

1. Provide evidence-based case management to persons living with HIV/AIDS.
2. Perform client intake and enrollment paperwork and documentation.
3. Complete routine client re-enrollment paperwork and documentation.
4. Refer and link clients to appropriate services within the system of care.
5. Market HIV case management services in the community.
6. Build capacity for HIV case management services at CNCHD.
7. Attendance at/networking with peer support groups
8. Adhere to professional boundaries for case manager and client.
9. Perform HIV Testing activities at various locations, providing counseling and harm reduction
10. Participate and help facilitate CNCHD CARE Fair.

Supervisory Duties:

- None

Knowledge, Skills and Abilities

- Ability to maintain relationships based on trust, support, and growth.
- Ability to adhere to professional boundaries for case manager and client.
- Ability to provide services with non-judgment and focus on sex-positive health education.
- Independent judgment, personal discretion, and resourcefulness.
- Ability to communicate with other employees and the general public.
- Maintain and foster a positive and open work environment.
- Proficient computer skills.
- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision.
- Ability to follow written and oral instructions.
- Possess problem solving and planning skills.
- Ability to adapt to change, take initiative, and be creative.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence

- Ability to interact respectfully with diverse cultural and socio-economic populations.
- Ability to travel with use of department vehicle.
- Must possess a valid driver's license.
- Ability to work some weekend and evening hours.

Prerequisites

- Bachelors degree in related field (nursing, public health, health administration, health promotion, health policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas) plus related healthcare experience
- Ability to provide leadership and problem-solving skills in analyzing clinic needs
- Familiarity of clinical practice and clinic operations
- 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:

Experience with public health programs.
Experience with coalition building or case management

Responsibility/Accountability

This position reports to the Executive director.

ADA Essential Requirements

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.
Must have the ability to lift twenty pounds from floor to waist level.
Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes

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

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of the work requirements inherent to this position.

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
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