



## JOB POSTING

**Application:** Fully completed applications with an accompanying resume and cover letter must be received by mail, fax, or email. Copies of the application are available on the main page at [www.fahass.org](http://www.fahass.org). *Please no calls.*

Application submissions and correspondence regarding the process may be sent using any of the following methods:

**Email:**

[resume@fahass.org](mailto:resume@fahass.org)

**Post:**

FAHASS  
Attn: Candace Strang  
4701 Market St, Suite B  
Fredericksburg, Virginia  
22408

**Fax:**

FAHASS  
Attn: Candace Strang  
(540) 907-4318

**JOB DESCRIPTION: MEDICAL CASE MANAGER**

**General:** Full-time position (non-exempt) at forty hours per week. Compensation is based upon qualifications and previous experience. Full benefits offered.

**Reports to:** Care Services Program Manager

**Defined:** Medical Case management services are a range of client-centered services that link HIV positive clients with health care, psychosocial, and other services. The coordination and follow-up of services is an integral component of case management. These services ensure timely and coordinated access to medically appropriate levels of health and support services and continuity of care, through ongoing assessment of the client's and other key family members' needs and personal support systems. The focus of this position is working with clients designated with a supportive acuity and comprehensive acuity.

**Employment Standards:** As outlined within the Ryan White HIV/AIDS Program, case managers are required to fulfill a specific level of employment standards and qualifications:

- A Licensed Practical Nurse, Registered Nurse preferred, or
- A Bachelor's in Social Work; Master's preferred, or
- A Master's or Bachelor's degree in a non-Human Services field, and 1 (+) year of Case Management experience, or
- A two-year associate's degree in a Human Services field, and 2 (+) Case Management experience.
- Bilingual – Spanish a plus
- Experience working within an HIV related environment a plus.

**Key responsibilities include the following:**

**Client Assessment**

1. Initial assessment of client service needs in relation to grant resources provided through FAHASS;
2. Development of a comprehensive, individualized service plan (ISP);
3. Periodic reevaluation and adaptation of the plan as outlined in performance guidelines. This includes client-specific advocacy and reviews the utilization of services;
4. Exercise patience, understanding, and concern for each client's health, safety, development, and enjoyment of life.

**Service Coordination & Referral**

5. Learn and implement Ryan White and other grant guidelines as appropriate;
6. Coordination of services and referrals required to implement the ISP;
7. Client monitoring to assess the efficacy of the plan; and
8. Recognize and refer complex eligibility and case management problems.

**Data and File Maintenance**

9. Maintain accurate, up-to-date records of client contracts, tracking services and necessary eligibility forms within assigned deadlines;
10. Contact with the client will be monitored within the client's file and all grant reporting will be supported by the case manager's file documentation.

**Quality Management**

11. Provide support to the MCM team, including information and knowledge sharing.
12. Participate in the monthly Quality Improvement Team meetings and the group's chosen activities.

**Additional Requirements:**

- Demonstrated ability to work with people of diverse populations.
- Organize and prioritize work assignments while performing highly detailed tasks with accuracy.
- Understanding of computer word processing software and ability to learn new programs; CAREWare experience preferred.
- Possession of a valid state driver's license may be required for some positions.
- Perform other duties as requested by the Executive Director and Case Manager Supervisor in support of FAHASS policies and mission.
- Considering the large service region, periodic travel may be required to adaptively and effectively service clients.
- The ability to work within a team framework while maintaining confidentiality at all times!