Case Manager Job Description

DESCRIPTION:

The Case Manager ensures that his/her assigned clients receive a coordinated range of client-centered services linking clients with health care, psychosocial and other services. The case manager is responsible for completing biannual reassessments with clients to include completion of a care plan in addition to seeing clients periodically to address their current needs and checking compliance to medical care and adherence HIV medications. The case manager is responsible for entering all client data, units of service, and case notes into the database in a timely manner. The case manager reports to the Director of Case Management. This position is salary/full-time.

CLASSIFICATION:

Full-Time /Salary

JOB RESPONSIBILITIES:

1. Responsibility for own clients/cases assigned by supervisor.
2. Assist and encourage clients to access medical care.
3. Ensure that all eligible funding sources are tapped before accessing Ryan White funds.
4. Enter units of service and client data on a timely basis into the ARIES System.
5. Maintain assigned clients’ medical and service record files and be responsible for files completeness.
6. Conduct initial comprehensive assessment of clients’ needs and support systems.
7. Develop a comprehensive, individualized service plan and coordination of the services required for implementation of plans for clients.
8. Monitor to assess the efficacy of the plan and periodic re-evaluation and revision of the plan as necessary.
9. Provide case management services to own panel of clients including:
10. Assist clients in accessing routine medical care for HIV.
11. Assist clients in managing their debts including Care Link Program with University Hospital System.
13. Refer appropriately to other AIDS and social service agencies.
15. Ensure client’s compliance with medications; education as necessary.
16. Abide by current RW Standards of Care, including RW eligibility documentation.
17. Perform other duties as assigned.

EXPERIENCE/EDUCATION:

Per the Standards of Care, the minimum requirements are:

- A bachelor’s (required) in social work from a program accredited by the Texas State Board of Social Work Examiners (TSBSWE) or other related four year degree in social services or human services.
- If employee is already licensed in their field, the expectation is that they follow through with all requirements to maintain their licensure in good standing. Experience providing HIV/AIDS-related social services, preferred. Ability to speak Spanish preferred.
• One (1) year of paid post-degree experience in direct service to HIV target population.

Send resumes to dawnc@aarcsa.com