



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Senior Case Manager – FTR022017

Position Description:

The Senior Medical Case Manager is responsible for (1) providing psychosocial assessments, coordinating medical care plan with primary medical and oral health providers, health education, supportive counseling, crisis intervention, benefits advocacy and ADAP enrollment, (2) coordinating services within Health Education as assigned by the Program Manager. (3) Supervision, training and evaluation of peer advocacy staff in HIV Services. Direct client work and interaction will be done both in the field and at the office. This Senior Case Manager will function within the TransAccess program, providing care specifically to transwomen of color.

Essential Functions:

- Intake and assessment of new clients
- Case management and advocacy services for clients
- Basic HIV treatment education and advocacy, as well as general health education
- Supportive counseling and developing service goals with clients
- Conduct Individual Risk reduction Counseling Sessions
- Provide information and referrals to external services and monitor referral completion
- Complete necessary documentation, UOS reports and treatment plans in a timely manner
- Participate in weekly case conferences, monthly staff meetings and in-service training
- Participation in and compliance with agency quality assurance, peer review, clinical consultation
- Work with the HIV Services Team to identify new client needs and develop programs accordingly
- Supervising volunteers, peer advocates and patient navigators or peer leaders, as assigned
- Perform other duties and tasks as assigned

Minimum Qualifications:

- BA in a health sciences or social work-related field or comparable work experience
- Two years of experience providing counseling, advocacy, education and service coordination and/or outreach work to disenfranchised communities.
- Knowledge of HIV /AIDS, STIs, substance use, mental health, social service and probation system
- Familiarity with HIV/AIDS issues in communities of color.
- Knowledge of harm reduction philosophy, client centered counseling and motivational interviewing techniques
- Must be adaptive, flexible and a team player
- Strong verbal and written proficiency in English.
- Experience working with, diverse sexual/gender orientations, the homeless, limited English speakers, and/or multiple-diagnosed individuals
- Demonstrated excellence in attendance and reliability, interpersonal, organizational, verbal, and written communication skills
- Familiarity and experience with Microsoft Word and Outlook programs
- Detail-oriented with strong follow-through skills, including attention to and respect for detail,
- Spanish speaking is a plus

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15541641>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records