



GENERALIST CASE MANAGER Position Description

Mission Statement: *The Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

Vision: *Building communities to save lives.*

General Description:

The Generalist Case Manager provides case management to individuals with HIV/AIDS according to the statewide standards for HIV Case Management.

Scope of Work:

The Generalist Case Manager, under the supervision of the Lead Case Manager is responsible for the following:

- Conduct comprehensive assessments and develop service plans with clients. Assist with screening intakes for new clients.
- Implement, monitor, review and update service plans with clients on a monthly basis, tailoring the plan to the clients' identified needs.
- Document client contacts as required by funding sources. Maintain accurate records and prepare written statistical reports as required in an accurate and timely manner.
- Develop and maintain knowledge of HIV/AIDS related conditions and treatment and use knowledge to educate clients and people in their support systems.
- Develop and maintain positive working relationships with medical providers, mental health and chemical dependency providers, and other social service providers. Facilitate referrals for such services when necessary and appropriate.
- Develop and maintain a thorough knowledge of eligibility and benefit provisions for public and private financial assistance and health care coverage programs. Assist clients to enroll in appropriate programs.
- Model and maintain appropriate professional boundaries at all times with all clients.
- Educate clients in the concept of harm reduction when necessary and appropriate.
- Other related duties as assigned.

Qualifications:

- Bachelor's degree required in psychology, social work, counseling or closely related field from a fully accredited college or university. Master's Degree is preferred. Employment history must include a minimum of two years related work in a health or human service agency.
- Basic knowledge of how HIV is transmitted, acquired, and treated. Experience working with HIV+ individuals is preferred.
- Must be a current Registered Counselor in the State of Washington.
- Knowledge about the grieving, death and dying process.

- Prefer candidates with experience in mental health, substance abuse and/or homelessness.
- Demonstrated ability to work effectively under stressful conditions with people of varying socioeconomic backgrounds, sexual orientations, and racial/ethnic backgrounds.
- Must have reliable car, Washington Driver's license and appropriate insurance.
- Knowledge of community resources and referrals.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and in representing the agency.
- Ability to be flexible, supportive and to work cooperatively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required.
- Proficiency in computer word-processing and Excel; demonstrated ability to access information via the Internet.

Salary and Benefits:

The salary for this position is \$15.80 per hour which is approximately \$33,000 per annum. Benefits include medical and dental plans, life and long-term disability insurance, an employee assistance program, paid holidays, and a generous Paid Time Off (PTO) plan.

How to Apply:

A completed application, resume, and cover letter is required. Those being considered for employment will be required to provide proof of highest educational degree and to submit to a criminal background check.

For an application, please visit our Web site at www.piercecountyAIDS.org or contact us via phone or fax:

Pierce County AIDS Foundation
625 Commerce Street, Suite 10
Tacoma, Washington 98402
Phone: 253-383-2565
Fax: 253-597-6682

The Pierce County AIDS Foundation is an equal opportunity and Affirmative Action Employer. The Foundation does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. Smoking is not permitted on the premises.