



Medical Case Management Department Intern

Department/Section Description:

ALFA works with clients who have been diagnosed with HIV/AIDS within the following counties: Ashe, Alleghany, Alexander, Burke, Catawba, Caldwell, Lincoln, and Wilkes. Case Management Services assist clients with meeting medical, nutritional, housing, and social, advocacy, and networking goals. Our work is focused on health priorities and goals that have been identified by the client.

Position Description:

Under supervision, the Medical Case Management intern will:

1. Assist with Intakes and Closures of clients.
2. Assist with Mental Health and Substance Abuse Assessments.
3. Complete an educational power point presentation based on current evidence based information or HIV health topic.
4. Attend community events to represent ALFA
5. File and Sort in Client Files
6. Complete monthly data and billing
7. Provide transportation to client appointments.
8. Perform additional intern-related duties as assigned.

Preferred Qualifications/Proficiencies:

- Microsoft Office
- Power Point
- Microsoft Excel
- Measurement and Evaluation
- Communication Skills (written)
- Communication Skills (verbal)

Preferred course of study:

Human and Community Services, Counseling, Psychology, and similar

To Apply:

Internship will be based at ALFA; however some job duties may be outside the office. Office hours are from 9am-5pm, with occasional afterhour's opportunities. This is a non-paid internship, but the intern will see a variety of different opportunities.

Complete the application located at <http://www.alfainfo.org> and email cover letter and resume to alfadirect@alfainfo.org.