



AIDS Leadership Foothills-area Alliance (ALFA) Job Description

Title: PrEP Patient Navigator/HIV Case Manager
Report to: Medical Case Manager Supervisor

Job Description

ALFA is hiring a medical case manager to work towards our vision of “eliminating stigma and barriers to care to create a future free of HIV.” The candidate will join a family-like work team that is passionate about advocating for our clients and reducing health inequities. ALFA offers a fast paced, family-friendly work environment, generous health and dental benefits, PTO, as well as training opportunities.

Purpose: To provide comprehensive case management services with compassion and care to individuals seeking PrEP and those living with HIV/AIDS. To maintain a caseload by assessing and monitoring client needs for specific health, psychological and social services, and facilitating access to services that address those needs to keep clients in medical care.

Qualifications:

- Bachelor's degree in a human service field
- Proficient in Word, Excel and data base entry
- Must be a team player but able to work independently
- Must interact well with diverse populations - LGBTQ, IDU, etc.

- Excellent spoken and written communications skills
- One to two years of experience in human services
- Willingness to acquire certification in HIV
- rapid testing
- Valid driver's license and vehicle liability coverage
- Acceptable driving record and criminal background check

Preferred, but not required

- Knowledge of HIV
- Spanish speaking

Responsibilities:



- Provide Case Management services to link clients to PrEP, assistance in accessing patient assistance programs, and medication adherence/risk reduction counseling
- Provide Medical Case Management services under Ryan White Part B and Network of Care guidelines including intake, assessment, care plan development, resource development and referral, coordination of services, monitoring, reassessment, and discharge.
- Ensure the confidentiality of all client information
- Complete progress log documentation for all client activities
- Maintain medical case management billing
- Coordinate medical services for clients in order to maintain health outcomes outlined by the Network of Care
- Attend weekly treatment team meetings and work closely with medical providers to help clients improve their medical outcomes
- Work effectively with other community service providers to ensure optimal quality of services offered to clients and to develop new resources to meet the needs of clients
- Provide medical treatment adherence counseling and prevention education to clients
- Assist clients in assessing eligibility for and enrolling in health insurance coverage
- Assist in the coordination of the NEW U program

- Assist other medical case managers in the performance of their duties when needed
- Inform Medical Case Management Supervisor of challenging/difficult situations that arise or are anticipated
- Must be willing to travel as necessary for client home visits, training, and other assignments
- Attend ALFA functions as required
- Other duties as assigned

Compensation:

After 90 days: generous health and dental care coverage, PTO, 11 paid holidays. Annual bonus.

Job Type: Full-time

Salary: \$15.00 to \$17.00 /hour