



## **MEDICAL CASE MANAGER PIERCE COUNTY MAX CLINIC**

**Pierce County AIDS Foundation (PCAF), Tacoma, WA**

**Mission Statement:** *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.*

**Summary:** The Medical Case Manager, Pierce County MAX Clinic provides medical case management to individuals with HIV/AIDS who experience extreme difficulty engaging with and remaining in care. Services will be provided according to the statewide standards for HIV Case Management. Working onsite at Pierce County MAX Clinic, located at Community Health Care (CHC), the Medical Case Manager will function as an independent, experienced, and responsive member of two separate staffs, MAX Clinic team and PCAF Client Services Department.

**Scope of Work:** Under the direction of the onsite Clinic Manager at Pierce County MAX Clinic and the supervision of PCAF Client Services Supervisor, the Medical Case Manager, Pierce County MAX Clinic is responsible for the following:

- Complete comprehensive assessments with clients. Assist with screening intakes for new clients.
- Implement, monitor, review, and update individual service plans with clients, tailoring the plans to the clients' identified needs.
- Maintain a comprehensive understanding of the statewide standards for HIV Medical Case Management, and adhere to the requirements outlined in these standards.
- Document client contacts as required by funding sources. Maintain accurate records and prepare statistical reports in a precise and timely manner.
- Develop and demonstrate knowledge of HIV/AIDS, related conditions, and treatment, and use knowledge to educate clients and people in their support systems.
- Cultivate and maintain positive working relationships with medical, mental health, chemical dependency, and other social service providers. Facilitate referrals for such services when necessary and appropriate.
- Participate in multidisciplinary team meetings and care conferences with relevant providers.
- 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.
- Serve as a motivated member of two separate teams, self-directed in performance, and able to work both collaboratively and independently.
- Actively lead, mentor, advise, and support the peer navigator at Pierce County

MAX Clinic to provide HIV positive, medication-adherent role models living with a shared experience and community as the populations with which they work.

- Consistently model and display appropriate professional boundaries at all times.
- Educate clients in the concept of harm reduction when necessary and appropriate.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

### **Qualifications:**

- Bachelor's degree required in psychology, social work, counseling, public health, or a closely related field from a fully accredited college **OR** relevant experience.
- Relevant experience must include a minimum of two years in a related health or human service role.
- Solid understanding of how HIV is acquired, transmitted, and treated as well as associated stigma.
- Extensive knowledge of HIV/AIDS system of care.
- Prefer candidates with knowledge of and an ability to access community resources and referrals in the Tacoma Pierce County area.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience supporting individuals with mental health, substance abuse, and/or homelessness issues.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice-oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- 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 two diverse teams.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in Google Suite, Microsoft Word and Excel, electronic medical records systems, and various databases. Demonstrated ability to access information via the Internet.
- Physical components include periods of frequent keyboarding, lifting of up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have reliable transportation.

**Salary and Benefits:** This is a full-time, regular, non-exempt position. Compensation for this position is \$22.00 per hour. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

**How to Apply:** Please submit a cover letter and resume to Megan Nolan, Client Services Supervisor, [mnolan@pcaf-wa.org](mailto:mnolan@pcaf-wa.org) by **5:00 pm, Tuesday, January 26, 2021**. Include the reasons you are interested in this position, the value you would bring to the role, and your qualifications related to this opening.

Megan Nolan  
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Client Services Team Lead  
[mnolan@pcaf-wa.org](mailto:mnolan@pcaf-wa.org)  
[www.pcaf-wa.org](http://www.pcaf-wa.org)

***Equal Opportunity Employer:*** PCAF (Pierce County AIDS Foundation) is a proud equal opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

*Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.*

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Employee Signature

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Date

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Employee Printed Name

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Date

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Supervisor Signature

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Supervisor Printed Name

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