



## FOR IMMEDIATE POSTING:

Job Title: Non-Medical Case Manager	Job Classification: FT/Exempt
Department: Clinical Services	Reports To: Executive Director

### Summary:

The Friends For Life Corporation Non-Medical Case Manager will ensure that consumers are provided with direct clinical support services, information, advocacy, and appropriate and necessary referrals to other applicable network providers in order to facilitate the consumers medical adherence and to empower those affected by HIV/AIDS to optimize their longevity and quality of life. The Non-Medical Case Manager coordinates care and services of consumer populations across the continuum of care network.

### Specific Responsibilities:

- Clinical duties include initial assessment, development of a Service Plan, and implementation of Service Plan through appropriate follow-up contacts.
- Establish and continually improve the provision of professional, comprehensive, and effective HIV services for all consumers and affected individuals.
- Provide leadership and direction consistent with program philosophy and policy.
- Meet regularly in individual and/or group supervision
- Manage a caseload of 50 to 80 service consumers.
- Conduct outreach at homeless shelters, behavioral health hospitals, alcohol and drug treatment facilities, correction facilities, housing programs and other places where persons with HIV/AIDS may be receiving services
- Serve as a HIV tester as needed or directed.
- Provide case management as needed in the Wellness Plan to eliminate barriers.
- Maintain ongoing contact with possible referral sources.
- Perform data entry in the CAREWare Database System.
- Verify Ryan White recertification for consumers.
- 24-hour on-call availability could be required.
- Other duties as assigned.

### Qualifications:

- A Bachelor level degree in Social Work and equivalency of one year of full time professional case management in a public service agency. - *or* - A Bachelor level degree in a health or human services related discipline with the equivalency of two years full time professional case management in a public service agency.
- Two years experience working with persons with HIV/AIDS preferred.
- Demonstrated fluency in Spanish and English is preferred.
- Must have own transportation, Excellent communication skills, Excellent negotiation skills, An ability to work well with all types of people, Must have computer skills in MS-Windows, MS-Office including Word, Excel, Access and Internet Explorer, Subject to background check and/or Urinary drug screen, Extended periods of standing and sitting, Ability to lift 20 -25 lbs as needed.

### Contact Information and Procedure:

Mail, fax or e-mail application and resume along with a cover letter highlighting in detail skills and experience as well as salary requirements (do not simply say “negotiable”). Applications can be obtained at the FFL office or at [www.friendsforlifecorp.org/employment.htm](http://www.friendsforlifecorp.org/employment.htm). Email applications in Word or Adobe only. Candidates will be selected for interviews on the basis of materials provided. Not all candidates will necessarily receive an interview. **No telephone calls please.**

**Deadline for applications is: OPEN UNTIL FILLED, but priority will be given to those applications received by February 1, 2010.**

Send application materials to:

Email: [gina.fortner@friendsforlifecorp.org](mailto:gina.fortner@friendsforlifecorp.org)

Mail: Human Resources

Friends For Life, 43 N. Cleveland St., Memphis, TN 38104

Fax: 901-272-7458

***\*Position contingent upon continued grant funding- EEO/AA***