Urgently Hiring: Medical Case Manager

Employer: Palmetto Community Care

Job Type: Full-Time

Location: 3547 Meeting Street Road, Charleston, SC 29405

Position Summary

The Medical Case Manager will be responsible for providing comprehensive case management services to persons living with HIV/AIDS within the boundaries of Charleston, Berkeley and Dorchester counties. The Medical Case Manager has the responsibility for securing appropriate and effective services to meet determined needs and to work within the SC Ryan White Part B Medical Case Management guidelines.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Medical Case Managers provide a range of services that link clients with medical care, psychosocial services, benefits and other supportive services through:
  - Intake and initial assessment of service needs
  - Development of a comprehensive, individualized action plan
  - Coordination and linkage of services required to implement the plan
  - Monitoring to assess the efficiency of the plan, to include home visits when necessary
  - Review and reevaluation of service plans on a regular basis, not limited to, at least every six months
  - Enroll and recertify clients in SC ADAP (AIDS Drugs Assistance Program)
- Provide ongoing benefits counseling, support and information, including prevention and applicable education.
- Provide referral to, and coordination with, public or private programs, including hospitals, physicians, clergy and community agencies to ensure continuity of care in the home or an institutional setting.
- Provide timely and confidential documentation of all case management activities to include all client contacts and updating records in Provide database necessary for accountability.
- Maintains knowledge of community resources and means to access services.
- Performs advocacy services as needed.
- Facilitate support groups and programs for agency clients.
- Attend weekly inter-disciplinary team meetings and agency staff meetings.
- Assist clients in obtaining HOPWA (Housing Opportunities for People With HIV/AIDS) services.
- Maintains standards of confidentiality according to HIPAA regulations.

Knowledge, Skills, and Abilities

- Knowledge of HIV/AIDS issues and familiarity and comfort working with HIV positive persons.
- Strong interpersonal, written and oral communication skills, as well as problem solving abilities
- Proficiency with Microsoft Office Suite and databases systems.
- Valid SC driver’s license and access to reliable transportation.
Preferred Qualifications

- Hold a master’s degree from an accredited college or university in a human services field including, but not limited to, Social Work, Health Education, Counseling, or Psychology
- At least 2 years medical case management experience working with HIV+ clients or comparable experience in a human services role
- Bilingual Spanish

Compensation

- Minimum $32,000-$38,000
- **Salary will be commensurate with experience**
- Health, dental, vision insurance and paid time off

Please send your cover letter and resume to Gillian Maro, Lead Medical Case Manager at gmaro@palmettocare.org by Jan. 24, 2020. **A cover letter is required to apply for this position.** No phone calls please!