



PROMOTING HEALTHY COMMUNITIES

Latino Community Services, Inc. (LCS) is a comprehensive non-profit organization dedicated to reducing the further spread of HIV/AIDS among the Latino community and other populations at risk and to improve the quality of life and health outcomes of individuals affected by HIV/AIDS.

Continuous Recruitment for

Medical Case Managers

**Candidates need to indicate availability on application:
Full-Time - 35 hours a week or Part-Time – 20 hours a week**

Closing Date: N/A

Purpose: The purpose of the Ryan white Part B Medical Case Manager is to provide a range of client-centered services that links clients with primary medical care, psychological, and other services. The Case Manager is expected to insure timely and coordinated access to all necessary health and support services, continuity of care, initial and ongoing assessments of the client and other family member's needs, as well as personal support systems. Such case management activities are to be provided within the least restrictive environment for the client.

Example of Duties: Key activities of the Case Manager include, but may not be limited to:

- Initial comprehensive assessment of the client's needs and person support systems;
- Development of a comprehensive and individualized service/care plan;
- Coordination and linkage of the necessary services that are culturally and linguistically appropriate to implement the plan;
- Periodic re-evaluation and revision of the plan as necessary over the life of the client;
- Client-specific advocacy and/or review of the utilization of services;
- Create and maintain resource and referral networks;
- Participate in case conferences with clinical supervisor to sustain and improve client quality of life;
- Maintain up-to-date and accurate client documentation
- Meet with clinical supervisor, program coordinator and other case managers
- Complete reports as needed
- Perform any other department or agency-related duties or special projects as directed by supervisor.

Minimum Qualifications: Incumbent must demonstrate an ability to work with the target population; knowledge of the physical, psychological, social, and economic effects HIV/AIDS and related issues, knowledge of confidentiality provisions, considerable interpersonal skills, oral and written communication skills; computer literate, good organizational skills, ability to gather, analyze and evaluate information pertinent to treatment and care of an individual.

Experience and Training

General Experience: A minimum of a Bachelor's degree in Social Work, Human Services, Public Health, or related field or its equivalent.

Special Requirements:

1. Incumbents in this position must possess or complete the Case Manager Orientation Training with the Connecticut Department of Public Health.
2. Incumbents in this position must possess knowledge of and be trained using the CARE Ware Reporting System or complete such training within 2 months of hire.

Preferred Qualifications:

1. Counseling experience
2. Knowledge of community resources
3. Experience working with clients with behavioral/emotional/cognitive needs

**This position requires candidates to be fully bilingual
Spanish and English**

Please submit a complete LCS application, resume and cover letter to: aortiz@lcs-ct.org
or via mail to:

Amy Ortiz, Program Coordinator
Latino Community Services, Inc. (LCS)
184 Wethersfield Avenue
Hartford, CT 06114

A complete LCS application, resume and cover letter must be submitted for consideration

Please reference job code: CRMCM-02262010