



Job Vacancy

Position: Supportive Services Case Manager

Location: Access to Care Program, Nassau & Suffolk County

Options' Access to Care Program provides intensive case management, housing, and outreach services to low-income individuals and families with or at risk HIV/AIDS, mental illness, or other chronic illnesses.

Duties:

The Supportive Services Case Manager provides community based services focused on linking, engaging and re-engaging persons with HIV/AIDS to care or treatment with an emphasis on frequent contact as a means of retaining the individual in care, avoiding health-related crises, and achieving self-management. The Supportive Services Case Manager conducts outreach, recruitment of eligible clients (those who are un-insured or under-insured), assess/prioritize needs, address and remove barriers, and establish goals. Provide case management services in coordination with service providers. Employ skill techniques to actively support consumers in activities that improve their health outcomes resulting in sustained viral load suppression. Assist with applying for insurance as necessary. The Supportive Services Case Manager assists with implementation of contract goals and preparation of necessary reports to funding sources. The Supportive Services Case Manager collaborates with the Health Educator to identify needed and appropriate health education services for consumers and works with the Care Navigators to engage consumers into care and treatment and support services.

Responsibilities:

- Assist in the development, implementation, planning and coordination of program policies, procedures and operations.
- Maintain contact with referral sources, conduct outreach to identify program candidates. Complete intakes and gather supporting documentation. Record appropriate information into AIRS. Reassess program eligibility quarterly.
- Provide case management services to engage and maintain the consumer in care and improve health outcomes.
- Provide advocacy services, and/or coordinate necessary transportation for clients.
- Make regular contact with clients to ensure health and safety and access to services (weekly contact with min. one face-to-face monthly.) Must travel to visit clients using own vehicle.
- Complete assessments, reassessments and service plans as needed.
- Participate in case conferences (min. once every 90 days) and coordinate referrals for services and clinical providers to facilitate engagement and retention in care.
- Crisis intervention as needed.
- Other program or administrative activities as appropriate.
- Coordinate program admissions, discharges, and case closures.

Cont.d

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: jobs@optionscl.org

For more information, call **(631) 361-9020 ext. 1105**



Qualifications:

B.A. or B.S. in human service related discipline with 2 years of experience working in the field of behavioral health, substance abuse, HIV/AIDS or other chronic illness. Familiar with HIV primary care, mental health, substance abuse and other social service resources. Must have an understanding of community level work and the importance of collaborating and coordinating with other organizations. Requires excellent communication and documentation skills. Must be bilingual (English/Spanish speaking.) Cultural and linguistic competence for the target population. Must maintain a good driving record with valid license and insurance as well as a valid first aid/CPR certification.

Work Schedule:

Monday through Friday: 8:00 AM – 4:00 PM, 8:30 AM – 4:30 PM, or 9:00 AM – 5:00 PM

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