

**Clark Co. Health Department  
1301 Akers Ave.  
Jeffersonville, IN 47130  
812-288-2706  
1-800-828-5624**

## **JOB POSTING**

### **HIV/STD PROGRAM**

- **CARE COORDINATOR- Full time**
- ***SUMMARY OF RESPONSIBILITIES:* SEE ATTACHED**
- ***MINIMUM REQUIREMENTS:*  
BS/BA IN SOCIAL SCIENCES ( PSYCHOLOGY, SOCIAL  
WORK, SOCIOLOGY), NURSING (BSN/RN) OR BACHELORS  
DEGREE IN ANOTHER FIELD WITH A MINIMUM OF 12  
HOURS COURSE WORK IN HUMAN BEHAVIOR, SOCIAL  
POLICY, SOCIAL WELFARE, COUNSELING,  
INTERVIEWING, AND/OR DEALING WITH INDIVIDUALS,  
FAMILIES OR GROUPS**
- ***HOURS:* Full TIME 37.5 HOURS PER WEEK**
- ***APPLICIATION:*  
INTERESTED PERSONS SHOULD SUBMIT RESUME AND  
APPLICATION TO THE HIV/STD PROGRAM.  
[www.clarkhealth.net](http://www.clarkhealth.net)**



**Title:**

Care Coordinator/Case Manager

**Reports to:**

HIV/STD Program Director

**Classifications:**

Full-time, salary, non-exempt

**Education Requirements:**

- Qualified candidate must possess a BSW, MSW, or an RN degree; or bachelor's or master's level degree in sociology, psychology, counseling, pastoral counseling, family and child development; or a bachelor's or master's degree in another field which includes a minimum of twelve (12) hours of course work in a human behavior, social policy, social welfare, or counseling; and
- The equivalent of one year of full-time experience in case management, including both paid intern and block placement positions. Unpaid intern and bloc placement experience can be counted up six months per placement. If this experience is lacking, the individual must be supervised by an experienced case manager for a period of one year. This supervisor is required to review and initial the individuals work during this period.

The Care Coordinator must familiarize their self with ISDH programs and procedures must possess excellent written and oral communication skills and be comfortable with public speaking. The candidate must also be comfortable discussing safe sex practices, sexuality and/or sexual orientation, and substance abuse issues.

**Job Description and Duties:**

*Case Management*

- Develop an individualized, flexible and quality care plan which serves to link the client with the appropriate community health and human services and programs
- Serve as an advocate for the client as a way of helping to obtain existing services in a timely manner
- Assist client in applying for entitlement programs such as Food Stamps, Medicaid, HIV Medical Services, SSDI, etc.
- Meet with existing clients and new intakes in accordance with ISDH Care Coordination program guidelines
- Enter case notes into database in a timely manner (within 24 hrs per ISDH guidelines); case notes are to be printed and placed in client's file immediately after they have been entered into Case Manager
- Verify client eligibility for entitlement programs
- Obtain all appropriate documentation prior to enrolling client into services
- Complete all necessary and required paperwork, according to the policies of the Care Coordination Program and ISDH Policy and Procedures Manual
- Ensure client files are up to date with appropriate documentation and information (both in database and physical client files)
- Provide appropriate and relevant HIV and health information, social support and supportive listening to clients, as needed
- Maintain federal confidentiality laws, i.e., HIPAA, at all times



*Community Outreach*

- Attend community meetings relevant to client continuum of care issues as directed by the Program Manager and/or Program Director

*Education*

- Strive to increase knowledge of HIV-related issues
- Attend relevant and mandatory trainings, workshops or meetings as directed by ISDH and the Program Manager and/or Program Director

*Supplemental Program Compliance*

- Abide by all policies and procedures set forth by programs for which outside funding is received
- Complete applications and submit emergency financial assistance requests in a timely manner

*Reporting*

- Document all client contacts and program-related activities in a timely fashion and as directed by Program Manager/ Program Director
- Complete all required reports as requested

*Collaboration*

- All staff will be expected to attend the weekly staff meeting directed by the Program Manager and/or Program Director. This will include the Supportive Care Specialist Counselor and Tester (SPSP), Disease Intervention Specialist (DIS), and Care Coordinators, to discuss client issues and other office related matters
- Provide referrals to supplemental agency programs (Supportive Care, Testing and Counseling, etc.)
- Collaborate with other social service agencies and outside programs to ensure continuum of care for clients
- Collaborate with other Care Coordinators to ensure highest quality of services are being provided to all clients' and to address any questions and/or concerns in relation to their care plan

*Employees will **all** be expected to perform other duties as assigned by the Program Manager and/or Program Director to ensure a safe and positive workplace for all employees and efficient office operations.*

\_\_\_\_\_  
Care Coordinator/Case Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Care Coordination Program Director

\_\_\_\_\_  
Date