

**AGENCY:**

**SHANTI ORANGE COUNTY**

**JOB DESCRIPTION:**

**CASE MANAGER    *FULL TIME POSITION***

**Mission:**

We strive to preserve the dignity and well-being of individuals living with HIV and AIDS by providing life enhancing supportive services, education and psychological care.

**Position Summary**

The Case Manager, is responsible for recruiting and coordinating services for HIV/AIDS clients through the Shanti Orange County Case Management Program. The Case Manager works with the care team to assist clients living with HIV disease, while promoting the mission, goals and objectives of Shanti Orange County.

**Functions**

- Coordinate and further develop the case management program, a client-centered model that promotes wellness and self-sufficiency.
- Coordinate access and provide referrals to medically appropriate providers and support services throughout the County, while promoting continuity of care for people living with HIV disease.
- Conduct intake and screening, perform needs assessments, develop individualized service plans and provide follow-up evaluations to monitor clients' progress.
- Establish cooperative relationships with current and potential partner agencies and perform outreach to contact eligible clients, linking them to services.
- Conduct needs assessments and provide referrals to Shanti's Mental Health Services, Home Delivered Meals, Education and Training programs.
- Maintain required documentation and generate accurate reports in compliance with current contracts.
- Participate in Agency's client-centered educational forums, workshops and retreats.
- Participate in community committees and trainings as needed.
- Reports directly to the executive director and perform work related duties as assigned.

**Qualifications**

- Understand medical aspects of HIV disease, benefits counseling, community resource and knowledge of case management principles.
- Bachelor's Degree or MSW in addition to professional experience in a related field.
- Strong interpersonal skills and knowledge of behavior modification/therapeutic principles.
- Ability to work successfully with minimal supervision.
- Excellent verbal and written communication skills.
- Ability to establish rapport with diverse populations.
- Ability to understand and maintain confidentiality.
- Willingness to travel throughout Orange County.
- Intermediate level proficiency in the use of MS word, Excel and Access.
- Competitive Benefits and Medical, Dental and Life Insurance provided.

**MINIMUM REQUIREMENTS:**

MSW preferred or Bachelor's Degree in related field, 3-5 years experience working with diverse population  
Proficient in Spanish.

Highly organized, self-starter, able to motivate people living with health challenges

Articulate, creative person with a proven track record in coordinating multiple tasks

For more information about Shanti Orange County please visit our web-site at [www.shantioc.org](http://www.shantioc.org),

Please fax resume to 949-452-0889 or e-mail to [mary.jo.casino@shantioc.org](mailto:mary.jo.casino@shantioc.org)

Shanti Orange County is an Equal Opportunity Employer

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