

WANTED: A versatile **MEDICAL CASE MANAGER** at ACT!

WHY WORK AT ACT?

At ACT, we work with our member agencies to improve the lives of people impacted by HIV/AIDS and related health issues by ensuring they have access to health, housing, and support services. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS MEDICAL CASE MANAGER?

You will do a lot! Most importantly, you will determine client eligibility for services, conduct a comprehensive intake, and link clients to appropriate services. You will also create an individualized care plan for each client on your approximately 35 client case load to meet their medical, psychosocial, and other needs, reduce barriers to care, and ensure optimal health outcomes.

Additionally, you will be expected to develop and maintain a working knowledge of HIV care, entitlement programs, and community social services. You will advocate for and connect clients to quality care while maintaining confidentiality and standards of care.

But wait, there's more! You will also enter client and contact data into CAREWare and complete program reports on a regular basis. You will also fill in for co-workers who are out of the office.

REQUIREMENTS

- Bachelor's degree in Human Services or related field
- Reliable transportation, a valid Connecticut driver's license, clean driving record and willingness to travel in-state

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable in a diverse, sex-positive environment
- Have experience working in a medical-related setting and/or familiarity with medical terminology and medical processes
- Have knowledge of government entitlement, AIDS assistance, and community social service programs
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Enjoy working in a fast-paced environment
- Are organized and able to manage your time independently
- Are willing to work in the Greater Hartford area

BONUS POINTS IF YOU:

- Have used CAREWare
- You are fluent in Spanish
- You have a personal connection to AIDS Connecticut

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers – we even have book and Spanish clubs!
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your resume and cover letter expressing interest in our mission to apply@aids-ct.org with “Medical Case Manager” in the subject line. Resumes received without a cover letter that demonstrates knowledge of ACT and a clear statement of how our mission aligns with your goals will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements. This is a non-exempt position with a pay rate of \$19.50 – \$21.00 per hour, commensurate with experience.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.