Medical Case Manager  
Palmetto Community Care  
North Charleston, SC 29405  

Position Summary  

The Medical Case Manager will be responsible for providing comprehensive case management services to persons living with HIV/AIDS within the boundaries of Charleston, Berkeley and Dorchester counties. The Medical Case Manager has the responsibility for securing appropriate and effective services to meet determined needs and to work within the SC Ryan White Part B Medical Case Management guidelines.

Essential Duties and Responsibilities  

The essential functions include, but are not limited to the following:

- Medical Case Managers provide a range of services that link clients with primary medical care, psychosocial services, benefits and other supportive services through:
  - Intake and initial assessment of services needed  
  - Development of a comprehensive, individualized action plan  
  - Coordination and linkage of services required to implement the plan  
  - Monitoring to assess the efficiency of the plan, to include home visits when necessary  
  - Review and reevaluation of service plans on a regular basis, not limited to, at least every 6 months.  
  - Enroll and recertify clients in SC ADAP (AIDS Drugs Assistance Program)
- Provide ongoing benefits counseling, support and information, including prevention and applicable education.
- Provide referral to, and coordination with, public or private programs, including hospitals, physicians, clergy and community agencies to ensure continuity of care in the home or an institutional setting.
- Provide timely and confidential documentation of all case management activities to include all client contacts and updating records in Provide database necessary for accountability.
- Maintains knowledge of community resources and means to access services.
- Performs advocacy services as needed.
- Facilitate support groups and programs for agency clients as needed.
- Attend weekly inter-disciplinary team meetings and agency staff meetings as scheduled.
- Assist clients in obtaining HOPWA (Housing Opportunities for People With HIV/AIDS) services on an as needed basis.
- Maintains standards of confidentiality according to HIPAA regulations.
Knowledge, Skills, and Abilities

- Knowledge of HIV/AIDS issues and familiarity and comfort working with HIV positive persons.
- Strong interpersonal, written and oral communication skills, as well as problem solving abilities.
- Proficiency with Microsoft Office Suite and databases systems.
- Valid SC driver’s license and access to reliable transportation.

Preferred Qualifications

- Hold a master’s degree from an accredited college or university in a human services field including, but not limited to, Social Work, Sociology, Health Education, Child and Family Development, Counseling, Psychology, or Nursing
- At least 2 years medical case management experience working with HIV+ clients
- Bilingual Spanish

Please send a cover letter and a resume to: Ashley Brooks, Director of Programs and Services at: abrooks@palmettocare.org by December 31, 2018. No phone calls please!

Job Type: Full-time

Experience:

- Case Management: 2 years (Required)

Work authorization:

- United States (Preferred)