



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### CASE MANAGER- HIV/ AIDS

**APPLICATION DEADLINE:**      **OPEN UNTIL FILLED**

<b>Position no. / Range:</b>	0021/ 48.50	<b>Union Status:</b>	Non- Union
<b>Starting Pay:</b>	\$18.55- \$20.47 p. hr.	<b>No. of Weeks:</b>	52
<b>Hours of Work:</b>	20-40 hours per week	<b>Status/ Hours:</b>	Part Time/ Non- Exempt
<b>Location:</b>	286 Euclid Avenue, Ste. 110, SD, CA 92114	<b>Dept. Program:</b>	HIV/ AIDS Program

#### **Basic Job Assignment:**

Under general supervision of the Program Director – HIV/AIDS, provides case management services for adults with HIV/AIDS on an outpatient basis; and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Cultural and socio-economic issues relevant to providing appropriate HIV case management services to special population groups; HIV/AIDS virus and treatment methods; Current trends and issues in the field of HIV/AIDS; Co-occurring conditions; Local HIV/AIDS and non-HIV specific resources; the ability to maintain sensitive and confidential information; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Master's Degree in the field of psychology, social work or counseling **AND** one year experience working in the field of HIV/AIDS, or a medical setting, or related field;      **OR**
- Bachelor's Degree in psychology, social work or a related field **AND** two years' experience working in the field of HIV/AIDS, or a medical setting, or related field; work experience in related field;      **OR**
- Equivalent combination of education, training and work experience;
- Bilingual (English/ Spanish) preferred.
- Must have CA Class B Driver's License with the ability to be bonded.



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### **Example of Major Functions:**

- Provides case management, ongoing assistance and support to assigned clients;
- Assesses all referred clients, conducting an initial intake that includes a comprehensive assessment of the psychosocial and social service needs of the client, providing the necessary information and referrals to establish a care plan;
- Performs crisis intervention as needed;
- Assesses and identifies each client's need for supportive services on an ongoing basis, acts as a resource, assists in obtaining, and/or makes appropriate referrals for necessary or requested services (e.g., housing, food, etc.);
- Collaborates with other therapeutic team members and other appropriate individuals on clients' status;
- Attends, participates in and provides information about assigned clients in case consultations;
- Requests assistance and guidance from management and professional staff when necessary to address client issues and problems; establishes and maintains contact with community resources to ensure continuity of care (e.g., case managers, conservators);
- Creates detailed documentation of clients' progress and performs various other administrative functions associated with the program; updates assigned clients' progress notes; maintains weekly log of clients seen;
- Enters necessary data and information into the ARIES database in the required time frame;
- Ensure that all client files are accurate, organized, auditable and stored in confidential file cabinets.

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.



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**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**