

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

CONTINUOUS POSTING

CASE MANAGER FOR HIV/AIDS HOUSING [code: HZCM]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Population Health Division is accepting applications for a Case Manager to provide housing case management services for eligible persons living with HIV/AIDS and to perform related duties. The position is based at our District office at 8001 Veterans Memorial Drive in Florence, KY. Usual work hours are M-F between 8:00 and 5:00. We could be waiting for YOU!

Status: Full-Time (40 hours/week), non-exempt (paid hourly) merit system position
Classification: Case Manager
Band: 7
Starting Pay Rate: \$19.00 - \$22.02/hour (based on your years of directly related paid experience)
Reports To: Program Supervisor

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Essential functions include, but are not limited to:

1. **Provides case management services for target population(s).** (Maintains assigned case load. Provides Housing Opportunities for Persons With AIDS (HOPWA) and Ryan White housing assistance services. Assesses new and existing clients to determine client's housing situation and determine level of need. Develops, assesses, updates and evaluates an Individualized Housing Plan (IHP) for each client as indicated by client assessment. Administers the emergency homelessness prevention program, Short-term Rent, Mortgage, and Utility Assistance (STRMU)-HOPWA. Administers the rental subsidy program, Tenant-based Rental Assistance program (TBRA)-HOPWA. Administers the Permanent Housing Placement (PHP)-HOPWA. Administers Emergency Financial Assistance (EFA)-Ryan White Program. Acts as liaison to client's Medical Case Manager, Strategies to End Homelessness, the City of Cincinnati, landlords, mortgage companies, housing authorities, utility companies and other housing providers, and coordinates appointments and assistance. Provides education and information to clients on housing options, budgeting and other support services. Provides education and information to clients on housing options, budgeting and other support services.)
2. **Advocates for clients in target population(s) by assisting them with obtaining essential services.** (Facilitates the provision of quality housing and support services across a continuum of care. Assures continuity of care through ongoing assessment of clients' and key family members' housing needs and personal support systems. Identifies and establishes a referral system with area housing and social service providers. Actively links clients with housing needs, and other services, as appropriate. Teaches clients how to navigate systems to utilize community services. Shares information about community services with other Health Department staff. Assists with maintaining list of community resources pertinent to HOPWA program. Attends meetings to advocate for client needs and services.)
3. **Performs community outreach activities.** (Collaborates with agencies and service providers to facilitate housing services and information sharing. Coordinates internal and external committee/team meetings by scheduling meetings/team activities, establishing agendas for meetings, and handling pertinent communications. Champions the housing rights of clients through policy level advocacy while promoting social justice. Reports outcomes of meetings. Prepares and makes educational presentations and/or disseminates educational materials to target groups and individuals. Performs outreach activities designed to raise awareness of subject matter, advocate for persons living with HIV/AIDS, and increase prevention.)
4. **Maintains records.** (Records IHP. Maintains client charts. Maintains client roster. Maintains database(s) of case information. Documents activities using appropriate forms.)
5. **Performs administrative duties as assigned.** (Maintains supply inventory for assigned program(s). Performs quality checks on records. Monitors assigned performance measures. Compiles reports.)

6. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
7. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

Minimum Qualifications:

Valid, Active Driver's License, reliable transportation, and either of the following:

- Bachelor's degree in Social Work.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Must complete online HOPWA required training within 18 months of appointment.

Desired Qualifications:

- Prior related case management experience.
- Prior public health experience and/or bilingual English/Spanish.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.

If you apply now we will consider you immediately.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code HZCM on any attachments or correspondence. No phone calls please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – HZCM

**Please visit our website at www.nkyhealth.org
to view other opportunities to join our family.**

EEO/M/F/Vets/Disabled/H