

JOB DESCRIPTION

TITLE: Clinical Case Manager

STATUS: Full Time/Exempt

PROGRAM: Southeast Partnership for Health
Center of Excellence

SUMMARY OF PROGRAM AND RESPONSIBILITIES:

The Southeast Partnership for Health Center of Excellence is a collaboration with Westside Community Services, Black Coalition on AIDS and UCSF 360: The Positive Care Center. The partnership was established to provide high quality, accessible, and integrated HIV services that extends the quality and length of life for low-income HIV infected and affected African American San Francisco residents with a focus in the southeast corridor.

The Clinical Case Manager will provide mental health and substance abuse services to adults who are living with HIV/AIDS and carry a small caseload. Services include assessment, group/individual therapy, case management, and crisis intervention. Provides treatment to individuals with severe mental illness, depression/anxiety, personality disorder, and co-occurring substance abuse and mental disorder.

GENERAL DUTIES:

1. Maintain 1-2 intake slots per week for clients new to the program, perform intake assessments, complete case-opening paperwork.
2. Facilitate 1-2 groups per week which are planned according to staff interest and client need; groups are generally limited to 8 people and are made available to new clients.
3. Provide substance abuse/mental health assessments and on-going individual therapy as needed.
4. Coordinate mental health and substance abuse services with other service providers as needed, consult with psychiatrist regarding medication needs of clients.
5. Serve as Care Coordinator by assisting clients in the community who are considered at-risk and are not keeping regular medical appointments, consult with medical provider as needed.

6. Maintain up-to-date charting of services performed, submit billing daily or weekly for data entry in compliance with HIV Health Services Standards of Care; fulfill monthly productivity objectives.
7. Provide case management to assist clients in obtaining needed resources such as housing, benefits, medical/ dental services, as well as education and vocational programs.
8. Establish and maintain good working relationships with collaborating partners that include medical providers and other CBO staff.
9. Collect and maintain client and service information in ARIES database.
10. Adhere to Westside and CBHS policies and procedures.
11. Participate in weekly supervision as well as mandatory scheduled meetings such as staff meetings and case conferences.
12. Other duties as assigned.

QUALIFICATIONS:

1. Master's degree in Psychology, Social Work, Counseling, or other related social/behavioral science.
2. Clinically licensed or license eligible and able to register with professional licensing board in California.
3. Demonstrated competency working effectively with an African American population.
4. A minimum of one year's experience working in a community based setting serving individuals with chronic health issues and co-occurring mental illness and substance abuse.
5. Flexibility to provide services in various community settings such as clients' home, SROs, and residential facilities.
6. Interest in working in collaboration with medical providers and other CBOs.
7. Excellent communication and writing skills.
8. Must have basic computer knowledge and skill.

SCHEDULE: Monday – Friday 9:00am – 5:00pm

APPLICATION DEADLINE: Open until filled.

APPLICATION PROCESS: E-mail: jobs@westside-health.org

or

Mail Resume To:
 Human Resources Department
 Westside Community Services
 1153 Oak Street
 San Francisco, CA 94117

Phone: 415-431-9000
 Fax: 415-552-3917