



JOB DESCRIPTION

TITLE:	Social Work Case Manager Bilingual English/Spanish preferred
CLASSIFICATION:	Exempt/Full Time/37.5 hrs per week
PROGRAM/DEPARTMENT:	AIDS Case Management & Homecare Program
IMMEDIATE SUPERVISOR:	Program Manager

DESCRIPTION:

Westside Community Services has been providing an array of community-based mental health, substance abuse, and HIV/AIDS services to clients in the City and County of San Francisco for 40 years. Incorporated in 1967, Westside is one of the oldest community-based agencies in the nation. The range of programs and services has varied over the years, while a commitment to providing excellent, high-quality, culturally and community appropriate programs has remained central to the core of the organization.

PROGRAM SUMMARY:

Since being founded in 1988, Westside's AIDS Case Management & Homecare Program has helped clients with disabling HIV and AIDS improve their quality of life with a unique blend of Nurse and Social Work Case Management. Registered Nurse Case Managers coordinate seamless provision of medical care while our Masters-level Social Workers facilitate the efficient use of community-based and publically-funded resources to support our clients' wellness. Home Care services are offered when our clients need additional support in their home environments. Home Health Attendants support personal hygiene needs, monitor client progress, and accompany clients to medical appointments. Homemakers complete grocery shopping, prepare meals, and maintain household areas as needed.

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the Program Coordinator and in conjunction with the Registered Nurse Case Manager, the Social Work Case Manager strives to improve the quality of life for persons living with AIDS or symptomatic HIV disease. The incumbent is responsible for the overall coordination of psychosocial services for an assigned caseload. Regular assessments are conducted through home or office visits as well as ongoing support in maintaining linkage to federal, state, local and community providers.

GENERAL DUTIES:

1. Conduct client intake interviews and related intake assessments, including understanding of the clinical diagnoses, collection of psychosocial information, and completion of intake forms and documentation.

2. Coordinate all aspects of Social Work Case Management for clients, including, but not limited to referrals; supporting linkage maintenance and consistency; coordination and reduction of service redundancies; client advocacy; and development of psychosocial care plan in conjunction with client, provider(s), RN Case Manager, and other collateral.
3. Complete 60-day assessments to monitor clients' community stability and facilitate necessary referrals/linkage.
4. Maintains caseload of approx. 30-50 unduplicated clients.
5. Collect client data and information using specifically designed formats, in accordance with MediCal and Ryan White Care Act funding requirements.
6. Manage and assist in the resolution of client crisis.
7. Complete documentation thoroughly and in a timely manner, as required.
8. Participate in internal quality assurance reviews.
9. Participate in weekly team case conferences.
10. Maintain sensitivity to the unique diversity found in San Francisco, including, but not limited to: people of color, from diverse cultural and religious backgrounds, and/or LGBTQI community members.
11. Other related duties as assigned by the Program Manager.

QUALIFICATIONS:

1. Masters in Social Work or related field required with three (3) to five (5) years HIV/AIDS experience.
2. Eligible for Licensure as a Mental Health Professional and registered with the State of California Board of Behavioral Sciences.
3. Strong interpersonal skills and ability to work on a multicultural, multidisciplinary team.
4. Excellent organization and documentation skills a must.
5. Computer literate in a Microsoft Office environment.
6. Demonstrated commitment to the Public Health Clients.
7. Fluency in Spanish and English preferred.

SCHEDULE: Monday – Friday, 8:30 a.m. – 5:00 p.m.
Some evenings and weekends may be necessary.

Employee Signature

Date

Westside Community Services is an Affirmative Action, Equal Opportunity Employer. People of Color and/or Bilingual are Encouraged to Apply.