

Medical Case Manager (Bilingual- Spanish Preferred)

Brief Summary of Event/Announcement:(Who/What/Why):

Complete management of serving the clients' psychosocial and health related needs in a caring and compassionate manner. Provide assessment, referral, linkage and support services to HIV/AIDS clients. Assist individuals in enrolling in health insurance programs, including Medicaid/Medicare/Medicare Waiver (PAC) and Palm Beach County Health Care District so that they can see health professionals regularly. Ensure that clients maintain medical appointments and adherence to medication regimen

Essential Job Functions

- Completes written intake and initial assessment of service needs
- Enroll clients in Affordable Care Act (ACA) at open enrollment and as needed
- Develop a comprehensive service plan for each client
- Assist clients in negotiating federal, state and local eligibility guidelines for social service/entitlement programs
- Documents all care provided, directly or indirectly by others (i.e. referrals, services, consults, etc.)
- Maintain detailed case documentation as well as updates, evaluations, outcomes, reassessments, revisions or changes in plan with regard to agency standards of care and procedures
- Intervenes to execute plan of care directly or indirectly through subordinates or consulting professionals and agencies
- Provides treatment adherence counseling
- Coordination and follow up of client's medical treatment through ongoing assessment and reassessment
- Performs case coordinating and case conferencing
- Maintains client and familial confidentiality
- Attends FoundCare programs and other meetings in the community, as assigned
- Keeps abreast of emerging professional information and incorporate into case management services
- Become familiar with local community resources
- Complies with all FoundCare program policies and procedures
- Assist with agency fundraising activities as requested, including promoting events, selling tickets, soliciting donations and other task to support events
- Other duties as assigned

Required Knowledge, Skills and Abilities

- Knowledge of Social Work

- Ability to communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively, in writing, using the English language, with or without the use of auxiliary aids or services
- Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature
- Ability to type a minimum of 30 words per minute and basic proficiency in computer skills, including proficient use of Outlook, MS Word, and Excel
- Clear understanding that FoundCare program and related agencies provides information on educating individuals about safer sex practices which could include, but not limited to, exposure to explicit language, explicit printed material, and descriptions of explicit sexual activities, as part of the agency's mission in the prevention and transmission of HIV disease

Physical Requirements

- Ability to endure short, intermittent, and/or long periods of sitting and/or standing in performance of job duties
- Transport self to other FoundCare departments, conference rooms, and on occasion, to off-site FoundCare locations to accomplish job responsibilities, attend meetings, workshops, seminars, etc.
- Accomplish job duties using various types of equipment/supplies furnished by FoundCare e.g. pens, pencils, calculator, computer keyboard, telephone, etc.
- Ability to lift and carry objects weighing 25 pounds or less over periods of 100 yards

Minimum Qualifications

- Masters degree in Social Work (MSW) or a related field with at least six (6) months experience in a social service/human services advocacy role
- Cultural sensitivity to diverse populations including the diversity of those infected with HIV and/or at risk for infection
- Excellent written and verbal communication skills
- Valid driver's license, automobile insurance and a reliable automobile
- PC proficient
- Bilingual- Spanish Preferred
- Knowledge of community service organizations serving persons with HIV-Spectrum disease and their families

FoundCare offers an excellent compensation package including

- Competitive base salary
- Full suite of benefits ~ Medical, Dental, Vision, Life, STD/LTD, Retirement plan with Company Match

- Generous Paid Time Off
- Company Paid Holidays
- Opportunities for professional growth
- Career advancement
- Great work environment - we have the best employees

FoundCare, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Be a part of a growing and reputable Team that is making an impact in their community! FoundCare, Inc. is a non-profit health care provider with convenient locations in Palm Beach County. FoundCare's mission is to fulfill unmet healthcare and social service needs of individuals and families in Palm Beach County. In order to accomplish this mission, FoundCare operates a Federally Qualified Health Center that offers pediatric and adult primary care, chronic disease management, infusions, behavioral health counseling, laboratory work, X-rays and dentistry, as well as an on-site pharmacy.

Contact for more information:

Apply for position

jobs@foundcare.org

Sincerely,

Cynthia Juarbe

Director of Human Resources

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