

LIFE FOUNDATION

Position Description

Basic Information

Position Title: Intensive Case Manager/Mental Health

Employer: Life Foundation is a comprehensive non-profit AIDS organization offering HIV prevention activities and services for HIV positive people in the City and County of Honolulu, Hawaii. Life Foundation is the oldest and largest AIDS program in the state.

Status of Position: Fulltime, Salaried, Exempt

Direct Supervisor: HIV Care Services Director

Accountable to: Clients, department staff, care director, other agencies, advocacy organizations, funders

Overall Job Description

Provide client-centered case management services to clients living with HIV/AIDS. Support and advocacy to be focused in the following areas: (1) medical/dental; (2) medication; (3) financial; (4) emotional/ mental; (5) nutrition/food; (6) housing.

Duties and Responsibilities

- Serve as point person/case manager for Adult Mental Health Division (AMHD) contract and adhere to AMHD guidelines for providers (in accordance to AMHD CBCM provider manual).
- Be versed in and adhere to AMHD contract requirements.
- Ensure all AMHD clients are served within AMHD standards (e.g. client contact within 24 hours of authorization), including but not exclusive to clinical team meetings and quality assurance coordination.
- Attend AMHD provider meetings and relay information to staff as needed.
- Serve as liaison with contracted psychiatrist in conjunction with care director.
- Serve as main contact for all AMHD-related resources (e.g. mental health housing, Clubhouse, licensed clinical residential services, mental health state hospital)
- Serve as point person at Spencer Clinic and see clients at their location 2-4 times monthly.
- Consult with staff on mental health-related cases as needed.
- Set up mental health-related in-services for staff and/or clients.
- Be on call in coordination with intensive team.

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Qualifications

- Social work degree (BSM/MSW) preferred.
- Demonstrated experience and ability relevant to the responsibilities of the position.
- Strong interpersonal and organizational skills.
- Ability and willingness to perform to high standards
- Commitment to meeting or exceeding the goals of the organization
- Demonstrated ability to work productively, both independently and as part of a team.
- Ability to work well and thrive professionally in an atmosphere of significant diversity, working with marginalized populations.
- Willingness to work for a nonprofit organization.
- Knowledge of and commitment to the mission of the Life Foundation.
- Valid drivers' license, access to insured car and clean driving record.

Bona Fide Occupational Qualifications:

Cannot be suspended or revoked from medical/care participation

How to Apply

Applicants should send a resume, a letter explaining their interest in and qualifications for this position, and the names and contact information for three relevant references. Applications may be submitted via regular mail, fax or by email attachment as follows:

Personnel
Life Foundation
677 Ala Moana Blvd., Suite 226
Honolulu, Hawaii 96813-5405

Telephone: (808) 521-2437; Fax: (808) 521-1279
Email: jobs@lifefoundation.org

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