



## JOB DESCRIPTION

<b>Title:</b>	<b>Bilingual Medical and Housing Case Manager</b>
<b>Reports to:</b>	<b>Care Services Director</b>
<b>Status:</b>	<b>Full-time – Non-Exempt</b>
<b>Hourly Rate:</b>	<b>\$23.08, plus benefits</b>
<b>Bilingual Stipend:</b>	<b>\$50/per pay period</b>

Founded in 1985, the mission of Boulder County AIDS Project (BCAP) is to provide support, advocacy, and education to those in our community who are living with or affected by HIV, and to serve as an outreach and information center to prevent the further transmission of HIV. BCAP believes that employees are key to what makes a great organization. Our small and mighty staff is guided by our core values of compassion, inclusivity, person-centeredness, collaboration, and accountability. Working with BCAP means being part of a team of dedicated and passionate individuals who embody these values to provide services to people living with or at risk of acquiring HIV. With a focus on clients and relationship building, BCAP honors its position of public trust through a commitment to open communication; diversity and inclusivity; friendly and welcoming approaches; and a sensitivity to HIV, mental health, substance use, and poverty issues. A successful BCAP employee enjoys working for a small company, collaborates well with a close-knit team, is excited to use their skills and knowledge to help clients, appreciates professional boundaries, and has a deep passion for serving their community. BCAP highly values the physical and mental health and wellbeing of staff members and offers a generous benefits package.

### **Position Summary**

The focus of this position will be to ensure efficient delivery of quality medical case management services to clients who are living with HIV through assessment, planning, service procurement, delivery, coordination, and monitoring, ensuring all services are offered in an inclusive, respectful and professional manner. The Bilingual Medical and Housing Case Manager reports directly to the Care Services Director and is required to attend All Staff meetings, Care Services team meetings, Clinical Consultations, Finance Committee meetings and to keep all client data up to date for reporting purposes. Because this position manages confidential information for clients, the Bilingual Medical and Housing Case Manager must demonstrate the highest degree of professionalism. This position is full-time at 40 hours per week, non-exempt, and located at the Boulder office. This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Care Services Director reserves the right to assign or delegate other tasks as necessary.

### **Duties and Responsibilities**

- Provides proactive case management to individuals living with HIV including intake, assessment, wellness plan coordination, and service delivery with focus on entry into medical care, treatment adherence, harm reduction, and HIV prevention (in compliance with the CO Dept. of Public Health and Environment Standards of Care)
- Develops therapeutic relationships with clients and families and maintains ongoing connection over time
- Assures client awareness of all BCAP programs and community services and advocates for/coordinates client access to services when needed and available, providing linkages to agency, community and government services
- Monitors referral completion including medication assistance programs, benefits/health coverage programs such as AND, SSI, SSDI, Medicaid, Medicare, housing programs, Colorado State Drug Assistance Program, etc.
- Administers HOPWA-funded housing subsidies to clients enrolled in Tenant Based Rental Assistance Program, in collaboration with one other case manager
- Administers brief substance use interventions and provides referrals to clients as needed
- Assesses client stability and provides referrals to increase level of stability and self-sufficiency
- Participates as a member of the Care Services Financial Assistance Review Committee
- Maintains documentation in client files and enters data into database systems in a timely manner
- Actively prepares for and participates in client chart audits by the CO Dept. of Public Health and Environment

## **Required Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS in social work, human services, or related field required; MSW, LCSW, or Master's level preferred
- Experience working in healthcare, psychology, and/or social services
- Proficient bilingual Spanish/English oral and written language skills; overall excellent verbal and written communication skills
- Familiarity with Microsoft Office Programs, databases, on-line/website navigation, video-conferencing
- Ability to work at computer for 2-3 hours at a time, and tolerate numerous interruptions throughout the day
- Ability to lift 30 pounds
- Access to reliable transportation

## **Desired Qualifications**

- Experience working in HIV Services
- Experience working with populations experiencing chronic health conditions, mental illness, substance abuse, poverty, and/or homelessness
- Experience utilizing harm reduction techniques
- Experience managing highly confidential information
- Demonstrated professional level advocacy skills
- Strong organizational and time management skills, and prioritization/completion of competing tasks on a daily basis
- Commits to healthy and respectful communication, professional growth and awareness, and openness to feedback

## **BCAP's Benefits Package**

- Generous PTO policy that focuses on employee wellbeing
- Health Insurance policy options with major contribution from BCAP
- Affordable Vision Insurance
- Paid Dental Insurance
- Paid Life and Accidental D&D Insurance
- Paid Short & Long-term Disability Insurance
- Paid Holidays – 14 per year
- Paid snow days
- Paid parking in downtown Boulder
- Flex Spending Account (FSA) Cafeteria/Section 125
- Employee Assistance Program – Work/Life Balance
- Travel Assistance Program
- Free PPE and onsite Covid-19 safety precautions
- Medical and non-medical leaves of absence
- Workers' Compensation
- Dog-friendly workplace!

Interested candidates should email a Cover Letter\* and Resume to [HR@bcap.org](mailto:HR@bcap.org). Write "Bilingual Medical and Housing Case Manager" in the subject line of the email. Incomplete applications will not be considered. Job offer is contingent upon completion of a satisfactory background check. Position is open until filled. \**Explain why you desire to work at BCAP, in the non-profit sector, and in the field of HIV.*

*BCAP is looking for well-qualified candidates to fill our positions. Candidates with any combination of relevant education and experience are encouraged to apply. BCAP is an equal opportunity employer and seeks a diverse applicant pool. For more information about the work of BCAP, go to [bcap.org](http://bcap.org).*

*Eff. 9/2022*