Job Description

Job Title: Part Time Nurse Case Manager, Bilingual Spanish Preferred (30 hours)

FLSA Status: Non-Exempt

Accountable To: Director of Clinical and Case Management Services

Summary: Responsible for the coordination of a core management team to accomplish the functions of initial and ongoing client assessment, development, implementation and evaluation of a service care plan and the coordination and monitoring of cost effective, quality services provided in accordance with the client’s needs as set forth in the service plan. Case Management activities incorporate a collaborative, interdisciplinary team approach.

Essential Duties Responsibilities:

1. Assess and evaluate prospective clients for the various programs available to the client. Admit prospective clients based on application of the various criteria for the specific program.
2. Perform comprehensive assessments of physical, psychological, social, spiritual, environmental, financial and functional independence.
3. Obtain and maintain necessary documentation regarding client’s medical and demographic data, including but not limited to, necessary consents.
4. Obtain written verification of symptomatic HIV or AIDS diagnosis from client’s attending physician.
5. Develop, implement, monitor and modify a service care plan through an interdisciplinary team process. Maintain regular schedule for routine review and revision of service care plan.
6. Maintain effective communication with the client’s support system.
7. Monitor all services provided to the client and assure that all available resources are being utilized.
8. Evaluate and anticipate client needs, provide support, maintain role as client liaison while fostering independence and decision making on the part of the client.
9. Provide home assessment to clients as needed.
10. Based on client assessed needs, make appropriate referrals, e.g., to a health care provider, social worker, benefits counselor, or spiritual counselor.
11. Provide prompt documentation in all reports as required by ASF, State Office of AIDS and/or the County of Orange.
12. Participate in ongoing program evaluation, utilization review and quality assurance activities as directed by the immediate supervisor.
Qualifications: Must be licensed as a Registered Nurse. Two (2) years experience in community nursing or one year experience in community nursing and one year of clinical nursing experience preferred. Ability to communicate effectively in Spanish is preferred. Must have a valid California Driver’s License, valid automobile insurance and own transportation.

Education: Must have completed an accredited school of nursing program and obtained a registered nursing degree.

Certificates & Licenses: Must possess a current Registered Nurse license.

Salary and Benefits: Salary is commensurate with qualifications and experience. Benefits are as outlined in the Human Resources Policies and Procedures.

ASF is an equal opportunity employer.

The contact person is at sboodman@asf.org
Sandra Boodman, LCSW
Director of Clinical & Case Management Services AIDS Services Foundation
17982 Sky Park Cir Suite J
Irvine CA 92614
O:949.809.5730
F:949.809.5779