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Action Wellness

POSITION DESCRIPTION

Position Title: Housing Medical Case Manager (MCM)

Reports To: Coordinator

Department: Direct Services

Program: Division of HIV Health (DHH)

Status: Full-time, Non-Exempt, eligible for benefits

This position is part of a new program that will develop and implement a new HIV -specific transitional housing and

supportive services program aligned with Housing First principles for people with HIV in Philadelphia. Services include:

housing counseling, housing MCM and placement in subsidized rental units in Philadelphia.

The goals of this program are to 1) retain clients in HIV medical care in order to achieve viral suppression and 2) locate

affordable and/ or subsidized, permanent housing within 48 months. Persons currently experiencing homelessness and

persons who are unstably housed will be prioritized for this program.

Qualifications:

x Bachelor’s degree in Social Work, Human Services, Sociology, Psychology or Nursing. Master's preferred.

x Expertise in HIV case management and client advocacy.

x Demonstrated ability to work with individuals of different gender orientations, and sexual, racial, ethnic and

economic backgrounds.

x Knowledge of Philadelphia resources in particular housing resources.

x Thorough understanding of medical and psychosocial issues related to HIV infection.

x Flexibility in work hours, including evenings and weekends.

x Knowledge of Housing First principles, Harm Reduction and trauma-

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x Maintain regular, periodic contact with client to check on follow through with referrals (linkages) and to assess

their health status.

x Create, maintain, and update client files on a regular basis including documentation of client medical visits

and v iral lo ads.

x Develop a discharge plan that includes next steps once clients have obtained permanent, affordable

housing

x Work as a team with Housing Counselor with, at a minimum, monthly contact
x Linkage to buddy program and vocational services, as appropriate.
x Perform ongoing home visits as well accompany clients to medical provider appointments
x Perform other duties as required.

Performance Standards:
The following performance standards are specific to this position. Meeting or exceeding these standards is an expectation of employment, as is compliance with all other organizational and departmental policies, procedures and expectations.

x Complete all documentation/paperwork concerning client contact