

**Alliance for Living, Inc.**  
**Job Description**

<b>Medical Case Manager/Resident Advocate</b> <b>35 hours/week - Non-Exempt</b>
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**General Information:**

The Medical Case Manager/Resident Advocate serves as a guide in providing assistance to Alliance for Living members. The MCM/RA assists in coordinating comprehensive services, and acts as a resource in developing case management plans and referrals for members to/with other agency providers. The MCM/RA ensures all necessary client paperwork is completed on a daily basis. The MSCM/RA ensures all members have timely coordinated access to the variety of medical and non-medical treatment and support services appropriate to their needs. The MCM/RA should have a thorough understanding of all aspects of case management and appropriate HIV/AIDS therapies. The MCM/RA will be knowledgeable of fiscal and budget protocol in direct service delivery (e.g., Ryan White/Non-Ryan White Eligibility). The MCM/RA reports directly to the Medical Case Management Coordinator.

**General Description of Activities:**

- Maintains a caseload and provides case management on a daily basis.
- Executes Dept. of Public Health service delivery protocol.
- Maintain a current knowledge of HIV/AIDS medical treatment and disease trends.
- Works with Medical Case Management Coordinator/Sr. Medical Case Manager on administrative reporting (DPH and United Way Outcomes, CareWare, Medication Adherence).
- Prepares a monthly “Briefs” report (due by the first of the following month) indicating accomplishments made during the month, on-going projects, and short-term/long term goals.
- Works with other agency supervisors in developing and ensuring comprehensive services for plans for members.
- Works with the Housing Coordinator to assist members in participating in AFL Housing Program or finding safe affordable housing for members.
- Works with Behavioral Health Case Manager when deemed appropriate for the health/safety of the member after collaborative determination with Medical Case Management Coordinator.
- Maintains current CT Dept of Public Health AIDS Educator certification.
- Works as a team member in providing coverage for evening dinners/support groups.
- Maintains a current Driver’s License and Car Insurance.
- Other duties as assigned.

**Qualifications:**

- A BA in Human Services or 2 years relevant experience or equivalent combination of education and experience;
- Strong written and verbal communication skills;

- A team oriented person;
- Computer proficient (MS Office);
- Must be able to multi-task;
- Must be culturally competent;
- Must have own transportation, valid driver's license and insurance;
- Bi-lingual preferred.