



JOB DESCRIPTION

TITLE:	Care Coordinator
STATUS:	Full-Time/Non-Exempt/37.5 hours per week
IMMEDIATE SUPERVISOR:	Program Manager
PROGRAM/DEPARTMENT:	Center of Excellence Program

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direct supervision of the Program Manager, effectively manages a caseload of clients who require short-term or on-going intensive case management services as well as improve the quality of life for people with AIDS (PWA's) and people with symptomatic HIV. Outreach clients in the community; assist clients in keeping appointments as well as obtaining community resources such as housing and SSI.

GENERAL DUTIES:

1. Provide direct case management services to clients throughout San Francisco.
2. Outreach clients in the community who are considered at risk and are not keeping regular clinic appointments.
3. Assist clients to access community resources such as medical/dental services, identification cards, SSI, money management, and other needed services.
4. Assist clients in navigating the criminal justice system as needed.
5. Work with clients who have substantial drug/alcohol problems; provide referrals to detox and recovery programs as needed.
6. Conduct intake and assessments for new clients.
7. Liaison with other treatment providers, housing personnel, family members, and others involved in the client's care and community functioning; attend case conferences and treatment meetings as needed.
8. Provide crisis intervention as needed which may involve community outreach and hospitalization of the client.
9. Maintain the clinical record which includes completion of all required paperwork in compliance with HIV Health Services Standards of Care, on-going progress notes, and charting updates as due.
10. Collect and maintain client and service information in ARIES database.
11. Attend mandatory weekly meetings: staff meeting, clinical meeting.
12. Maintain positive working relationships with other clinic staff; and community representatives.
13. Adhere to Westside and HIV Health Services policies and procedures.
14. Other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED. AA preferred.
2. Two years experience in a community outreach experience preferred.
3. Works well in a busy, fast-paced service setting; ability to work collaboratively/cooperatively within an interdisciplinary team, in a multi-cultural environment.

4. Demonstrated competency working effectively with African American population.
5. Excellent communication and writing skills.
6. Must have basic computer knowledge and skill.

SCHEDULE: Clinic hours are Monday – Friday 8:30 am – 5:00 p.m.

APPLICATION DEADLINE: Open until filled.

APPLICATION PROCESS: E-mail: jobs@westside-health.org
Reference job id:

or

Mail Resume To:
Human Resources Department
Westside Community Services
1153 Oak Street
San Francisco, CA 94117

Phone: 415-431-9000

Fax: 415-552-3917

**WESTSIDE Community Services Is An Affirmative Action, Equal
Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.**

Employee Signature

Date