

Job Posting: Employment Case Manager

Overview: The Employment Case Manager is responsible for assisting people living with HIV needing employment case management services through the provision of comprehensive services with a focus on improved health outcomes, employment, benefits advisement, and income attainment.

Status: Full Time, Hourly – Benefit Eligible **Reports to:** Program Manager II

Qualifications:

1. Bachelor's degree in social work or related field. Equivalent experience may substitute for degree.
2. Community-based case management and employment training experience using a strength-based, client-centered approach.
3. Able to work in a team and grow our agency culture, in a diverse and multicultural setting, providing trauma-informed and harm reduction services to persons of diverse backgrounds.
4. Familiar with and ability to access community resources and services.
5. Available to work some evenings and weekends as needed.
6. Proficiency in MS Word/Excel/Outlook and E-mail.
7. Valid unrestricted driver's license, insurance proof, and independent means of transportation.
8. Benefits advisement certification or equivalent professional experience.

Responsibilities:

1. Complete new applicant applications, assessments, and coaching plans and assist client in successfully overcoming barriers to HIV treatment and employment goals.
2. Provide access and referrals to Benefit Analysis to determine impact of work on existing benefits and income.
3. Provide on-going life skills education with an emphasis on budgeting financial resources.
4. Work collaboratively with the Albany Damien Center Employment Systems Manager to create and sustain strong linkages with area employers and vocational rehabilitation/employment service providers including but not limited to The Independent Living Center, ACCES-VR, and Career Central to allow fast and seamless referrals for benefits advisement, employment and training opportunities.
5. Assist with resume preparation and job searches while addressing the unique barriers to employment PLWHA may face in returning to work, understanding benefits eligibility, confidentiality, and health management in the workplace.
6. Ensure referrals to and maintain referral sources and contact persons for community-based services that address social determinants of health such as housing, nutrition, child-care, transportation, and medical service providers, such as mental health, substance use, trauma, and HIV care that help increase ability to remain independent.
7. Provide crisis intervention and consultation/outreach to community agencies.
8. Availability to work with participants outside of normal business hours when needed, including occasional evenings and weekends as needed by participants.
9. Ability to provide limited on-site job coaching as needed by the participant; ability to assess needs and refer to intensive employment services providers such as ACCES-VR.
10. Ensure client releases are utilized and uphold the Damien Center confidentially policies and procedures.

Albany Damien Center

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11. Utilize internal agency's electric health record system and assist in maintaining records of member-level data, complete documentation within one business day of service provided, and adhere to grant and grant reporting requirements.
12. Assist with agency enrollments, assessments, and reassessments as required.
13. Fully engage in self-care to promote physical, emotional, and spiritual well-being.
14. Provide education and enhance participation of members in Damien Center Pharmacy Program to ensure durable HIV viral suppression for each member.
15. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication— include all staff and are essential to carry out the work and mission of the organization. Assist in securing member stories and participating in development efforts as requested by supervisor.
16. Attend full staff meetings and meet required 24 hours of annual training
17. Other duties and special projects as assigned.

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to careers@albanydamiencenter.org Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.

COVID-19 considerations: COVID-19 vaccination or approved exemption required.