**MEDICAL CASE MANAGER – PREVENTION POINT PHILADELPHIA**

**Organizational Overview:**

Prevention Point Philadelphia (PPP) is a multi-service public health organization dedicated to promoting health, empowerment, and safety for communities affected by drug use and poverty.PPP meets drug users where they are, providing information and access to resources with dignity and respect. Using a harm reduction approach, PPP offers low threshold, culturally sensitive, non-judgmental services to address the health and social service needs of drug and hormone users and sex workers in Philadelphia.  PPP promotes harm reduction through sterile syringe exchange, mobile medical care, referrals to social services, and prevention case management services.

**Qualifications:**

At least a bachelor’s, preferably a masters, degree in social work, or a related field.

Minimum two years’ experience of working in the HIV field and D&A-related experience.

Spanish speaking preferred.

**Medical Case Manager Position Overview:**

Medical Case Managers will be working with clients who are enrolled for MCM services through the AIDS Activities Coordinating Office (AACO) and assigned to Prevention Point Philadelphia.  MCMs provide the full range of case management services to HIV positive clients assigned to caseload of approximately 40-45 clients and maintain a minimum of 450 units or service (15 minute increments) per month.

**Duties & Responsibilities:**

* Act as medical case manager for individuals and families infected/affected by HIV/AIDS by assessing clients’ needs and developing, implementing and monitoring service care plans.
* Link clients to appropriate medical, mental health, addiction and support services.
* Coordinate and monitor services; assist clients with advocating for entitlements.
* Provide on-site case management in clinics or hospitals as needed and accompany clients to at least 2 medical visits per year.
* Conduct home visits as necessary.
* Collaborate with other service providers and agencies.
* Provide information, education and referral to clients and members of their support system as required.
* Adhere to PPP's harm reduction approach (meeting people where they are & withholding judgment about choices they make; acknowledging people’s decisions about their own health).
* Keep accurate and comprehensive charts on participants, including information on participant interviews, counseling sessions, referrals, and submit paperwork in a timely fashion. Perform data entry on a monthly basis using internal databases, Evaluation Web, and CareWare. Provide services in accordance with standards set by PPP and our funders, including the AIDS Activities Coordinating Office.
* Help with triage and case management in Clinica Bienestar, a comprehensive HIV primary care clinic at Prevention Point Philadelphia in partnership with Philadelphia FIGHT. Clinica Bienestar has sessions on Tuesday afternoon and all day Wednesday.
* Actively participate in team and staff meetings and supervisions.
* Complete written documentation of client interactions within two business days.
* Work in a fast-paced environment and assist with additional operational needs including drop-in center coverage and answering the agency telephone.
* Perform other duties as assigned by supervisor.

**How to apply:**

Please send a cover letter and resume to [jobs@ppponline.org](mailto:jobs@preventionpointphilly.org?is_application_link=y) with Medical Case Manager as the subject. No calls will be taken for this position.