T.H.E. Clinic, Inc.

Job Description

Job Title: MEDICAL CARE MANAGER (MCM)/ QI COORDINATOR NON-CLINICAL POSITION

Department: HIV Services/Early Intervention and Treatment Program (EITP)

Status: Full Time, non-exempt

Job Summary:
Under the direction of Associated Medical Director and Program Manager, the Medical Care Manager is responsible for working with the MCC team and providing quality case management for HIV/AIDS patients. This position ensures patient’s biomedical needs are met and their care is coordinated as per L.A. County requirements. The MCM also assists patients as needed through the delivery of brief interventions focused on patient education, treatment adherence, managing side effects, medical nutrition therapy, co-infections, preventative care and risk reduction.

Essential Responsibilities and Duties:

- Conducts complete medical case management assessments for all assigned clients.
- Develops individualized nursing case management plan for each assigned client according to their health care needs.
- Performs Intake of all assigned clients into medical case management services following an agreed upon format.
- Documents all assessments and follow-up care.
- Consults with HIV physicians and other team members for patient evaluations as needed.
- Provides patient education.
- Tracks patient data and complete reports as required.
- Conducts quarterly program reviews, conducts chart audits, attends required Quality Assurance Committee meetings, QI projects.
- Adheres to Quality Assurance procedures, participates in Quality Assurance reviews and presents Quality Improvement findings specific to Case Management outcomes.
- Attends and participates in HIV team meetings, case conferences and other activities as assigned.
- Assures compliance with L.A. County grant funded HIV and STD Programs and other required standards as it relates to Medical Case Management services.
- Performs other related duties as assigned.

Qualifications and Experience Requirements:

1. L.V.N. with at least one year of case management experience.
2. Some experience and knowledge working with HIV/AIDS patients desirable
3. Must be able to work independently with minimal supervision and with ethnic diverse communities.
5. Must be computer literate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.