

## **T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION**

**POSITION:** HIV NURSE CASE CARE MANAGER  
**DEPARTMENT:** EITP (Early Intervention Treatment Program)  
**STATUS:** Full-Time, Non-Exempt

### **POSITION SUMMARY:**

Under the direction of Associate Medical Director the HIV Nurse Case Care Manager is responsible for working with the EITP team and providing quality case management for the HIV/AIDS patients under the protocols of the Medical Care Coordination (MCC) Program sanctioned by the Los Angeles County Division of HIV and STD Programs.

### **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 and MCC protocols.
- Performs Intake of all assigned clients into Medical Care Coordination 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.
- Processes prescription refills.
- Tracks patient data and completes reports as required per MCC protocol
- Adheres to Quality Assurance procedures, participates in Quality Assurance reviews and presents Quality Improvement findings specific to MCC outcomes.
- Attends and participates in HIV team meetings, case conferences and other activities as assigned.
- Assures compliance with Division of HIV and STD Programs and other required standards as it relates to MCC services.
- Performs other related duties as assigned.

### **Qualifications and Experience Requirements:**

1. RN with at min. one year of case management experience.
2. Certification in CPR
3. Ability to work independently and a self-starter with minimal supervision
4. Ability to work with people of diverse cultural, educational, social, and economic backgrounds
5. Computer proficiency
6. Excellent oral and written communication skills
7. Excellent organizational skills
8. Experience and knowledge working with HIV/AIDS patients highly desirable
9. Experience utilizing an EMR system is highly desirable
10. Bilingual in Spanish preferred.