

T.H.E. CLINIC, INC.

JOB DESCRIPTION

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

POSITION SUMMARY:

Under the direction of the Program Manager, provide case management services to selected patients.

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.
- Processes prescription refills.
- Tracks patient data and complete reports as required.
- Adheres to Quality Assurance procedures, participates in Quality Assurance reviews and presents Quality Improvement findings specific to Case Management outcome.
- Attends and participates in HIV team meetings, case conferences and other activities as assigned.
- Assures compliance with Office of Aids Policy and Procedure and other required standards as it relates to Nurse Case Management services.
- Other duties as assigned

Qualifications and Experience Requirements:

- Min. LVN with at least one year of case management experience.
- Some experience and knowledge working with HIV/AIDS patients desirable
- Must be able to work independently with minimal supervision and with ethnic diverse communities.
- Bilingual in Spanish preferred.
- Must be computer literate.

Physical Demands:

The physical demands 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 sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle or feel objects, tools, 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 vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center’s written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the *EITP Case Manager’s* regular performance evaluation.

Failure to comply with Health Center’s Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center’s Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

Employee’s Signature	Print Name	Date
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Supervisor’s Signature	Print Name	Date
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