

*Project Lazarus helps heal and empower people living with HIV/AIDS by focusing on wellness, providing housing and offering important support services.*



## Assistant Case Manager

**POSITION SUMMARY:** The Assistant Case Manager supports Project Lazarus' comprehensive case management services guided by Person Centered, Trauma-Informed, and HIPAA compliant care to participants. This position is responsible for supporting the Case Manager and Counselor, and assisting Project Lazarus participants in tracking, maintaining, and updating their medical care, and connecting them to other supportive services for identified needs such as housing, employment, and behavioral health. The Assistant Case Manager will also assist in data entry, quality improvement, and the referral process.

**REPORTS TO:** Case Manager and Counselor

**JOB TYPE:** Part-time, up to 20 hours

### CORE RESPONSIBILITIES

- Assists in developing and implementing a participant-driven service plan aimed at gaining housing stability, financial stability, medical and mental health; employment/educational activity and encouraging participant independence.
- Develop and maintain a thorough knowledge of eligibility and benefit provisions for public and private financial assistance, health care, and other supportive services.
- Ensure that each participant's CERV is regularly updated.
- Assist Case Manager with Learning Collaborative and Quality Improvement activities, including reporting, designing presentations, and attending meetings.
- Complete reporting and/or data collection/entering as assigned.
- Develop and maintain positive working relationships with medical providers, mental health and chemical dependency providers, and other social service providers.
- Collaborates with Counselor, Case Manager, Direct Support Professionals, Facilities and other agency staff members as needed for continuity participants' care and program operations.
- Support the maintenance of a cooperative, accountable, inclusive, compassionate, boundaried, autonomous, safe, diverse, and friendly milieu for participants through modeling of these behaviors for participants and staff.
- Knowledge of and compliance with state and national standards of practice, HIPAA, and organizational policies and procedures.
- All other duties as assigned.
- Occasional evening and weekend hours may be required.

### ESSENTIAL SKILLS

- Bachelor's Degree in a social service-related field, and/or significant experience (3-5 years) providing case management and other support services to our target population.
- Excellent verbal and written communication skills
- Excellent Interpersonal and organizational skills
- Must be detail oriented and able to follow through with complex projects, adjust to multiple priorities, and meet deadlines
- Intermediate HIV/AIDS knowledge

- Sufficient computer skills to work with Microsoft Office (Word, Excel, Access), CAREWare and Project Lazarus case management system
- Knowledge of different insurance coverage such as Medicaid, Medicare, private insurance preferred.

#### **PHYSICAL DEMANDS**

- Extended periods of standing and sitting.
- The ability to lift 20 -25 lbs. as needed.
- Extended periods of computer use.
- Ability to walk up multiple flights of stairs.

This is a part-time, hourly position (M-F during regular business hours with occasional evening and weekend hours) with a competitive salary and paid time off.

#### **TO APPLY:**

- Please submit your resume, cover letter and 3 references to [admin@projectlazarus.net](mailto:admin@projectlazarus.net)

Review of applications will begin March 15, and position will remain open until filled. For more information, please contact Susanne B. Dietzel, Ph.D., Executive Director, at 504-388-9787

Project Lazarus values diversity and the uniqueness each person brings to the agency. All decisions about hiring, promotion, compensation, training or other terms and conditions of employment are made without regard to race, creed, color, age, religion, gender, national origin, non-job-related physical condition or disability, veteran status or any other status protected by law.