

Case Management Coordinator  
: Direct Services  
Case Management/ Client Services  
: Full-time, Nonexempt, eligible for Benefits

" degree required in Social Work, or related field, Mast  
Expertise in mental health/mentally challenged, addiction, case management and client  
advocacy. Ability to work with diverse populations.  
Experience in guiding clients through critical and emergency situations.  
Sensitivity to cultural and economic differences.  
Knowledge of or ability to learn Philadelphia resources and services.  
Understanding of medical and psychosocial issues related to HIV disease and related  
conditions.  
Flexibility in work hours, including evenings and weekends.

Provide the full range of case management services to clients assigned to caseload.

Maintain a caseload of 35 clients.

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Other duties as required.

The following standards are specific to this position. Meeting or exceeding these standards is an expectation of employment, as is compliance with all other organizational and departmental policies, procedures and expectations.

Complete documentation and paperwork in Client record within timeframes set forth in Direct Service Policy and Procedure Manual.

Document the minimum contact with each client assigned to caseload as per time frames outlined in the Direct Service Policy and Procedure Manual.