



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

JOB TITLE: Project TLC Program Coordinator

PAY RATE: \$27-\$30/hour (35 hours/week)

REPORTS TO: Senior Program Director

WHAT WILL YOU DO AS PROJECT TLC COORDINATOR?

Ensure the smooth functioning of Project TLC and provide short-term case management to HIV+ inmates immediately before and after release from incarceration to ensure continuity of medical care and linkage to entitlement and other services.

RESPONSIBILITIES:

- Ensure the smooth functioning of Project TLC
- Ensure all files are completed and that Department of Public Health requirements are met
- Ensure that caseload is evenly distributed and that intake, service plan and discharge deadlines are met
- Maintain good communication with the Department of Corrections (DOC), and community service providers
- Maintain a caseload of clients adhering to the Transitional Case Management Standards of Care
- Represent Project TLC and ACT in a professional manner
- Conduct timely data entry into electronic record keeping system (CareWare/e2CT)
- Obtain and maintain CT DOC clearance/background check
- Willingness and ability to work in a respectful manner with people of diverse racial/ethnic backgrounds, socio-economic circumstances, religions, cultures and sexual orientations
- Comfortable working with people living with HIV/ AIDS, those who are incarcerated and with visiting correctional facilities
- Compile reports for State of Connecticut Department of Public Health as specified by contract in conjunction with Senior Program Director
- Serve on Agency Committees as needed
- Other duties assigned

QUALIFICATIONS:

- Minimum Bachelor's Degree and 2 years of case management experience required, with one year of supervisory experience preferred
- Knowledge of the criminal justice system
- Comfortable working in a sex positive environment where HIV /STI's, sexual behavior and prophylaxis are routinely discussed
- Strong organizational, time management, written and verbal communication skills required
- Ability to work collaboratively and independently
- Experience working in a fast pace environment and ability to respond to changes quickly
- Creativity, flexibility, and ability to work as part of a team
- Ability to work with limited supervision (face-to-face and/or virtual) is expected



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- Knowledge of CareWare and/or e2-CT a plus
- Bilingual (English/Spanish) a plus
- Must have reliable transportation, a valid Connecticut driver's license, clean driving record and be willing to travel statewide
- Must pass and maintain a Department of Corrections clearance

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with "Project TLC Coordinator" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing Connecticut Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.