

WANTED: A versatile Housing Support Case Manager at ACT!

HOURLY RATE: Starting range \$18 - commensurate with experience

WHY WORK AT ACT?

At ACT we work with other community agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS A HOUSING SUPPORT CASE MANAGER?

- You will do a lot! Most importantly, provide intensive case management using an interdisciplinary team approach that includes the medical provider, medical case manager and other service providers (e.g., clinician, substance abuse counselor) with the goal of ensuring client retention in medical care and maintenance of stable housing
- Provide voluntary Representative Payee services to assist clients in managing their finances with the goals of teaching financial management skills, maintaining stable housing and improved overall quality of life
- Review clients' medical compliance and medication adherence on a routine basis
- Establish and maintain relationships with HIV, housing and social service providers, as well as Social Security Administration and Department of Social Services
- Facilitate client entry into housing subsidy programs to increase likelihood of independent stable housing
- Stabilize clients' housing by means of modeling, budgeting and referring to appropriate services
- Maintain complete, orderly and updated client files
- Ensure timely entry of activity into CAREWare/E2CT data entry systems
- Participate in housing-related/treatment-related groups and organizations
- Provide housing-related and other supportive resource information to medical case managers and other members of clients' care team
- Conduct housing-related and budgeting workshops for clients and social service care providers
- Complete program reports as necessary
- Other duties as assigned

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Have experience working as a case manager
- Have strong organizational and time management skills



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110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-761-6711 • act-ct.org



- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have experience working a fast pace environment and ability to respond to change quickly
- Are creative, flexible, able to work as a part of a team
- Work well with limited supervision

BONUS POINTS IF:

- You have worked with CAREWare or E2CT data entry systems
- You have experience with quality management evaluation of program outcomes
- You have a personal connection to the mission of ACT

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

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- 30 days of paid time off per year
- 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

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Housing Support Case Manager” 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.