



**Today's Date:** May 7, 2019

**Job Listing:** Social Worker/HIV Case Manager, Ottumwa, Iowa

**Summary:** Provide social work treatment, individually or in groups, to HIV patients and clients and their families to facilitate their understanding and resolution of problems related to environmental stress, physical illness and interpersonal conflicts, as relative to the utilization of medical and other clinical services offered within River Hills CHC.

**MINIMUM QUALIFICATIONS:**

**Education:**

A Bachelor's degree in social work or human services is required, with six months to a year of social work or case management experience.

**DUTIES AND RESPONSIBILITIES:**

1. Obtain psycho-social histories from patient or clients and their relatives, share and interpret information with appropriate staff, and include written histories or summaries for Clinical Records.
2. Confer with multidisciplinary team in assessment of the medical, psychological and social condition and needs of the clients.
3. Interpret to multidisciplinary team client's and affected others' psycho-social functioning and needs as a means of assisting in the medical or clinical treatment of the clients.
4. Provide liaison, coordination and referral services regarding client and affected others within the University of Iowa or community social services.
5. Provide direct services to patients and clients and affected others through the evaluation of social and psychological data and select appropriate social work methods for treatment.

6. Provide indirect service to clients through participation in program development, teaching and research.
7. Give consultation to medical or clinical service staff and community social agencies regarding the handling of medical-social or other social functioning problems of clients and affected others.
8. Develop and/or conduct social group work for clients and affected others.
9. Assume responsibility for administrative tasks and functions in his service area or setting.
10. Assist in instruction and supervision of undergraduate students in Social Work, medical and allied specialties.
11. Write clinical notes covering on-going social services for inclusion in the client's clinical records.
12. Provide benefits assistance services for HIV program clients, including Ryan White programs.
13. Compile statistical records for Ryan White data reports, grants, and quality improvement.
14. Attend and participate in HIV program and multidisciplinary care conferences, in-services and trainings related to HIV, benefits assistance, and HIV funding programs.
15. Maintain effective working relationships with faculty, staff, students and the public.
16. Follow policies and procedures in accordance with the regulations of The University of Iowa College of Medicine, the University of Iowa Department of Internal Medicine and River Hills Community Health Center.
17. Some travel may be required.
18. Perform other projects or tasks as assigned.
19. Maintains regular and consistent attendance at work.
20. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

21. Other duties as assigned.

**Knowledge, Skills and Abilities:**

1. Excellent written and verbal communication skills are required.
2. Ability to prioritize and process information quickly and accurately.
3. Ability to interact with patients and guests in a professional, calm, and welcoming manner.
4. Experience with case management and medical funding programs is highly desirable.
5. Experience working with HIV programs is highly desirable.
6. Must be able to travel with use of a personal vehicle.
7. Must possess the ability to read and interpret documents.
8. Must possess the ability to write routine reports and correspondence.
9. Must possess the ability to speak effectively before groups and actively engage the general public in outreach situations.
10. Must possess the ability to interact respectfully with diverse cultural and socioeconomic populations.
11. Knowledge of the health and human services infrastructure, health insurance programs and public resources.
12. Strong computer skills with proficiencies in Microsoft Outlook, Word, PowerPoint, Excel and internet based applications.

**Hours:** Monday-Thursday, 8:00 a.m. to 5:00 p.m. 32 hours per week. Reasonable flexible schedule negotiable. Scheduling is subject to change at any time.

**Supervisor:** Behavioral Health Manager.

**Deadline:** Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to [recruiting@riverhillshealth.org](mailto:recruiting@riverhillshealth.org)

**Or, mail to:**

River Hills CHC  
PO Box 458  
Ottumwa, Iowa 52501

River Hills CHC offers a competitive wage and full benefit package.