

POSITION DESCRIPTION

INCUMBENT _____ CSN _____ FLSA STATUS Exempt

PRESENT CLASSIFICATION Medical Social Associate DATE _____

DEPARTMENT/DIVISION Internal Medicine/Infectious Diseases

Function

This position is responsible for medical case management activities related to the Ryan White Grants.

Organizational Relationships

This position will report to the Program Director who reports to the Chief of the Infectious Disease Division who reports to the Chair of the Department of Internal Medicine. This position is controlled by University procedures, general directives and policies.

This individual will be assisting the HIV/AIDS programs with the Division of Infectious Diseases by performing medical case management for the HIV/AIDS patients enrolled in the Ryan White Program by linking them with health care, psychosocial and other support services.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. Case Management 75%

A. Function as a medical case manager, to include the following:

1. Conduct client intake interview to determine eligibility for the program. The case manager must meet client where they are most comfortable and must be willing to complete home visits when necessary.

2. Develop a Care Plan that includes an accurate evaluation of all client needs. The Care Plan should include the services and referrals the case manager will provide the client.
 3. Make reasonable effort to provide appropriate referrals to medical and support services to ensure the continuum of care for the client.
 4. Provide client education and support regarding their disease. This includes providing education to individuals, families, and significant others regarding HIV.
- B. Responsible for providing medical case management services as outlined in the Illinois Department of Public Health's Ryan White Part B and HOPWA Program Manual.
 - C. Identify program resources available to the client and arrange and coordinate services for the client including linkage to funded and non-funded entities.
 - D. Provide application information and advocacy to clients in order to access benefits such as Medicare, Medicaid, Health Insurance, pharmaceutical assistance programs, and local resources.
 - E. Participate in multi-disciplinary team meeting to staff clients in order to retain them in medical care, share resources, and strategize for best client outcomes.

II. Administration 15%

- A. Establish and maintain working relationships with service providers in the community.
- B. Act as a resource person to health care professionals and members of the community who request information pertaining to services and benefits for HIV/AIDS clients.
- C. Input and document client information into Provide Enterprise database as mandated by IDPH for all medical case management activities.
- D. Assist in the compilation of program related reports

III. Teaching 5%

- A. Attend and participate in local, regional, and national meetings pertaining to HIV/AIDS and Infectious Disease management.
- B. Provide educational information to program clients and to clinic patients.
- C. Assist in educational programs designed for client population.

IV. Research 5%

- A. Cooperate with physician faculty projects pertaining to HIV/AIDS issues by interpreting, evaluating and utilizing current research.
- B. Investigate literature for general and specific references of interest to the research program.
- C. Participate in Quality Improvement activities as directed from the Illinois Department of Public Health and other funding sources.

Skills, Abilities and Knowledge Needed for the Position

Knowledge of community resources.

Understanding of health benefits and other entitlement programs.

Experience with a diverse group of individuals including persons with mental illness, substance abuse, and HIV/AIDS.

Ability to work with various clinical staff in different settings.

Excellent written documentation skills.

Ability and desire to travel throughout the State of Illinois.

Sensitive to the needs of underrepresented minority populations.

Responsibility

- A. Supervisory Controls – Supervisory controls occur both written and orally from the Director, HIV/AIDS Grants (Project Director). However, daily assignments are rarely given. Supervisor will function as consultant and it will be the responsibility of the employee to complete projects utilizing initiative, creativity and judgement.

B. Guidelines – This position is guided by policies and procedures established by the immediate supervisor in particular, or by the Department of Medicine and the Institution.

Environmental, Health and Safety Responsibilities

Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine

Working Conditions/Physical Demands

See attached Physical and environmental Requirements form.

INCUMBENT: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

Immediate Supervisor

_____ **DATE:** _____

Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____	Classification: Medical Social Associate
Position No. (If applicable): _____	Department: Internal Medicine-SMS ▼

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Carrying	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Lifting	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date

HR-0195S
01/10

Clear

Print

Physical Demands Definitions