

## POSITION DESCRIPTION

INCUMBENT \_\_\_\_\_ CSN \_\_\_\_\_ FLSA STATUS \_\_\_\_\_

PRESENT CLASSIFICATION Medical Social Assistant DATE \_\_\_\_\_

DEPARTMENT/DIVISION Internal Medicine/Infectious Diseases

### **Function**

This position is responsible for performing social work 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 social work activities 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. Social Work Activities 80%

1. Assist with client intake interview to determine eligibility for the program. They must meet client where they are most comfortable and must be willing to complete home visits when necessary.

2. Assist with development of an individualized care plan (ICP) that includes an accurate evaluation of all client needs. They will help in determining what resources are available in the community to meet client's needs as identified in the care plan.
  3. Make reasonable effort to provide appropriate referrals to medical and support services to ensure the continuum of care for the client.
  4. Prepares resource directory and referral list for clients, families and significant others regarding HIV and program services.
- A. Responsible for providing case work services for non-medical case management clients as outlined in the Illinois Department of Public Health's Ryan White Part B and HOPWA Program Manual.
  - B. Identify program resources available to the client and arrange and coordinate services for the client including linkage to funded and non-funded entities.
  - C. Provide application information to clients so they can access benefits such as Medicare, Medicaid, Health Insurance, pharmaceutical assistance programs, and local resources.
  - D. 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. Other 20%

- 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. Record case management activities into Provide Enterprise database as mandated by IDPH.
- D. Assist in the compilation of program related reports as requested.
- E. Attend and participate in local, regional, and national meetings pertaining to HIV/AIDS and Infectious Disease management.
- F. Provide educational information to program clients and to clinic patients.
- G. Assist in educational programs designed for client population.



Department Head/Chair