

CAPCO RESOURCE CENTER

100 Hamilton Plaza, Suite 1406
Paterson, NJ 07505
Phone (973) 742-6742 • Fax (973) 742-6750

**** EMPLOYMENT OPPORTUNITY ****

Bilingual Case Manager

The Coalition on AIDS in Passaic County, Inc. (CAPCO) is seeking a bilingual Case Manager to provide support services for persons living with HIV/AIDS. This is a challenging and rewarding position that requires someone committed to assisting low income individuals/families infected and affected by HIV. To learn more about CAPCO, please visit website: capcoresource.com

JOB OVERVIEW:

Position Summary: The Case Manager promotes linkage and retention in care to promote undetectable viral load and self-sufficiency. Case Managers promote health, personal development, and independence of clients while optimizing the distribution and utilization of limited fiscal and professional resources. Tasks include biopsychosocial assessments, service coordination plans, treatment adherence strategies, patient education, health education / risk reduction skills, etc. Additionally, the Case Manager is responsible for participation in data management and reporting for a variety of grants under the guidance of the Executive Director/CEO.

QUALIFICATION/REQUIREMENTS:

- Proficiency in Spanish written and oral communication;
- Bachelor's degree in public health, social work, or related field;
- Understanding of Case Management Systems; Previous HIV/AIDS experience;
- Strong administrative and management skills;
- Proficient computer skills;
- High sense of personal cause and commitment to CAPCO's mission;
- Driver's License and transportation required
- Highly Motivated, Independent, Professional

Benefits:

- Full-time (40 Hour work week)
- Salary contingent upon qualifications, experience and credentials
- Health, Dental, and Life Insurance
- Paid Leave: 10 Vacation Days, 12 Sick Days, and 4 Personal Days.
- 12 Paid Holidays
- **No regular weekends**

Contact **Jerry C. Dillard, Executive Director/CEO** at (973) 742-6742 extension 305 for more information.

Send **resume and cover letter** to Executive Director/CEO's attention-

- 1) E-Mail: jcdillard@capcoresource.com