

Job Posting

COBRA Case Manager Technician

Responsibilities

- Home and hospital visitation and individual follow up of assigned clients.
- Assist Case Managers with all components of Case Management.
- Documenting work done with or on behalf of the client.
- Developing and maintaining appropriate relationships with clients to help them, their families and significant others stabilize and minimize the negative impact of the diagnosis.
- Provide administrative and clerical support for Case Management Staff.
- Other duties as assigned by the Case Manager, Site Director and/or Director of Case Management.

Organizational Relationship

- Reports to the Site Director

Minimum Qualifications

- High School Diploma or GED plus experience/training in HIV/AIDS and two years related experience or two years college level course work in the human services field
- Bilingual English/Spanish a plus
- Knowledge of computers and data processing
- Sensitivity to ethnic, cultural and sexual minorities.

Location

Far Rockaway Site

Salary

\$26,000 Annually

Please fax/email resume to **Taiesha Hines, Site Director at 718-868-8436 or THines@acqc.org**