



JOB DESCRIPTION

Job Title:	Case Manager
Reports to (Title):	Regional Prevention, Care and Treatment Officer
Location:	Region 6 (Iloilo City); Region 7 (Cebu City)
Date:	

POSITION SUMMARY

ICAP at Columbia University's *Targeted Programmatic Support Across Countries under the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria under PEPFAR* (PSA) is a program that provides technical assistance (TA) and capacity-building support to the Department of Health, in collaboration with key stakeholders and local partners in Central Visayas (VII) and Western Visayas (VI) Regions of the Philippines.

The Case manager will be responsible for providing client-centered case management and support services for PLHIV. S/He will provide supportive counseling services, conduct a comprehensive assessment of the client's physical, medical, and psychosocial needs and provide supportive services tailored to the client's need to ensure continued engagement in medical care & adherence to treatment. In this position the case manager will be seconded to a supported facility or community based organization where he/she will work as part of a multi-disciplinary team under direct supervision of the head of the HIV clinic while reporting to ICAP Regional Prevention, Care and Treatment Officer.

Responsibilities

- Ensure the provision of quality pre-test and post-test counseling to client and partner/s.
- Ensure that all patients receive their HIV test results, whether non-reactive or confirmed positive.
- Ensure that patients diagnosed as HIV positive undergo baseline laboratory screening for ART provision, are referred to treatment, care and psycho-social support, and monitor actual enrolment .
- Support HIV partner notification including the identification, notification, referral for testing and possible linkage to care and treatment of partners of HIV positive clients, in close collaboration with clinical staff and community based peer navigators.
- Conduct adherence counselling for ART initiation.
- Assess the individual needs of a client, including any barrier that may hinder the client's informed decision, access to and continuity of care and treatment.
- Develop an individual care plan every 6 months and/or as major changes occur, tailored to the client's needs.
- Serve as the client's advocate and care coordinator.
- Meet clients periodically to assess and address their current needs and problems (medication adherence, chemical dependency, mental illness, housing instability, food insecurity, and other

issues), checking status of their personal care and treatment plan and adherence to HIV care and treatment.

- Collaborate with both clients and providers to help schedule appointments and HIV lab screenings, manage medications, and follow up on appointment attendance.
- Support clients with application for PhilHealth or other support services.
- Coordinate referral of patients and/or accompany client to access needed services outside the facility.
- Follow-up, monitor clients for initial side-effects, refill of ARV & adherence to medication
- Identify and track LTFU clients who need to be re-enrolled to ART with the assistance of the Peer Navigator.
- Promote and facilitate HIV education activities in the facility.
- Ensure that the workplace is a welcoming environment for PLHIV, men who have sex with men, transgender people and young key population.
- Help to eliminate stigma and discrimination, social barriers to services among PLHIV and key populations.
- Collect client data, update paper based and electronic records and ensure proper safekeeping of all data related to HTS, treatment, care and support in the facility
- Submit monthly accomplishments and other required reports.
- Provide feedback on issues and concerns to the facility physician
- Participate in project related activities
- Perform other related tasks that maybe assigned

Qualifications

- Minimum of high school diploma or equivalent
- Experience in service provision for people living HIV/AIDS or lived experience of being HIV positive.
- Knowledge of public health and community resources related to HIV/AIDS, chemical dependency, mental health, housing, health insurance, and other barriers.
- Computer literacy skills.
- If PWID/PWUD, recovery for drug use disorder for at least one year.
- Knowledge of substance use/misuse issues and HIV/HCV services and treatment
- Knowledge in peer support, social work, counselling or similar, gained through experience, training or education;
- An understanding of and sensitivity to HIV related stigma.
- Meticulous attention to detail with the ability to multi-task.
- Strong organizational, administrative and planning skills.
- Ability to work under pressure and react effectively to urgent situations
- Ability to work independently and as part of a team.
- Demonstrated ability to meet program guidelines with respect to required reporting.
- Excellent interpersonal and communication skills.
- Fluent in Filipino, and either Cebuano or Ilonggo

Travel Requirements:

- Domestic travels to project sites as needed.