



Position: LVN Case Manager
Program: Case Management
Department: Health Services
Reports to: Supervisor of Nurse Case Management Services
Salary: \$27.72/ hour
Status: 100%, Full-Time, Non-Exempt, Union
Probation: 90 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the supervision of the Supervisor of Nurse Case Management Services, the LVN Case Manager will collaborate with other healthcare providers in developing, implementing care plans. The LVN Nurse Case Manager will outreach and ensure that clients living with HIV/AIDS are aware of services available. The LVN will work in collaboration with RN Case Manager Supervisor and team with assessments, and to implement, monitor, and maintain a program, under OAPP guidelines. This will include, but not be limited to referral process, authorization process, billing, and contracts. The LVN will facilitate client access to primary healthcare by increasing support of family members.

ESSENTIAL FUNCTIONS:

- 1) Work in collaboration with Providers and team members to develop, implement, and maintain an effective and efficient UM Program;
- 2) Develop guidelines to determine patient eligibility for referral authorization, i.e., Medi-Cal/Medi-Care. Status;
- 3) Coordinate referrals per clinic protocol to all specialty consultants and ancillary health care services;
- 4) Reduce gaps and services by promoting continuity of care and follow-up of clients;
- 5) Serve as a liaison between specialist consultants and the Jeffery Goodman Clinic and work in partnership to provide consistent, quality care to clients;
- 6) Maintaining clear and concise communication, including case presentations, written progress notes, medication lists, summaries, and reports;
- 7) Coordinates services of outside agencies such as home health, hospital admissions, and hospice care;
- 8) Organize a system to monitor specialist appointments to be used to reconcile funding/billing/reporting requirements;
- 9) Assist with health care education for client, partner, and family members; provide health promotion and prevention teaching and provide and reinforce pre-printed and approved educational materials per provider;
- 10) Increase the access and utilization of medical services by eliminating barriers and promoting early and on-going intervention and adherence;
- 11) Provides skilled nursing care for patients with HIV/AIDS including but not limited to administering medication, treatments, and screening procedures as ordered within the scope of practice of the license;
- 12) Collaborates with medical and other health care providers in planning, organizing, and implementing patient care plans;
- 13) Provides education, counseling, referrals, and case management for the Women's Health Program;
- 14) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

**E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people;
- 3) Current California LVN license;
- 4) Current AHA CPR certification;
- 5) Intravenous certification preferred;
- 6) Prefer Case Management Certification;
- 7) HIV/AIDS healthcare experience preferred;
- 8) Three years' experience working in outpatient health care setting preferred;
- 9) Basic knowledge of HIV/AIDS, other infectious diseases and state/ federal reporting requirements;
- 10) Excellent verbal and written communication skills;
- 11) Excellent computer skills and knowledge including word processing, database operations, and other software systems;
- 12) Bilingual (English/Spanish), a plus;
- 13) Ability to be self-motivated and dedicated to initiating and completing complex tasks;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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