



CASE MANAGER

Core Competencies for Saint Louis Effort for AIDS: We invest in hiring and retaining people with core competencies that support a culture of excellence and continuous improvement. Applying a strengths-based leadership model, we have identified a number of characteristics that relate to personal and professional success. While each position requires unique skills, attributes and attitudes, it is our goal to seek out individuals with the following personal and interpersonal skills that enrich and align with our underlying values.

- Consistently create a positive and/or constructive tone in verbal and written communications; facilitate the flow of information in a timely and respectful manner.
- Are skilled at relating to others; are approachable and able to put others at ease
- Genuinely care about people; demonstrates empathy.
- Are respectful of differences and able to manage diverse relationships.
- Are focused on our clients and stakeholders.
- Act with honor and character; adhere to EFA's core values; build integrity and trust in themselves and others.
- Are open, receptive and learn from mistakes.
- Demonstrate professional composure and can handle stress effectively.
- Are flexible; are personally committed to and actively work to continuously improve themselves, in part by knowing their personal strengths, weaknesses, opportunities and limits.
- Are able to maintain a conscious balance between work and personal life; can attend to both.

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Skill-Based Competencies (using skills and knowledge to achieve results)

- Learns quickly when facing new problems; a continuous and versatile learner.
- Can effectively cope with change; can shift gears comfortably; moves back and forth between projects fluidly.
- Can handle multiple tasks at once and enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of challenges and opportunities.
- Experiments to find solutions; can decide and act without having the total picture; is able to function when things are up in the air.
- Can appropriately prioritize his/her time, zeroing in on critical issues; accurately scopes out length and difficulty of tasks and projects; sets objective and goals.
- Builds appropriate rapport with clients; can find common ground and work collaboratively as needed to achieve results.
- Is action oriented and seizes opportunities.

Functional/Technical Competencies

- Has good computer skills with knowledge of Office Suite; previous database entry helpful.
- Is able to write clearly and succinctly in a variety of communication settings and styles; strong verbal communicator; has ability to express ideas clearly.
- Ability to learn the necessary information regarding HIV and community resources available.
- Ability to evaluate the services provided to a client in terms of needs, functioning level, progress and adherence to facility, state or federal guidelines and regulations.



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Position Requirements/Preferences, Education, Accreditation or Equivalent Experience

- Master's Degree in Social Work or related field preferred; Bachelor's Degree in Social Work or related field with a minimum of three years' experience in HIV Care or case management required.
- Must have transportation to conduct home visits to clients and attend mandatory meetings.
- Perform other duties as assigned or required.

Supervision

This position reports to the Manager, Case Management.

Please forward resume to Carla Goretzke at cgoretzke@stlefa.org.