Job Opening:
Intensive HIV Care Coordinator

Tulsa CARES serves as the leading provider of HIV/AIDS social services in Northeastern Oklahoma, by providing care coordination, food, nutrition support, housing assistance, and mental health services we serve over 600 people annually.

Position Description
We are seeking a full-time intensive HIV care coordinator to deliver primary case management services. Position responsibilities include administering standardized assessments of client needs, connecting clients with community resources, submitting HIV Drug Assistance Program applications, and ongoing follow-up of client-centered care plans. Care coordinators collaboratively work with other program specialists to minimize client obstacles to medical care adherence and to optimize health outcomes. The main function of this position is to support client engagement and retention in HIV treatment by ensuring clients receive access to community providers and resources, including social and medical care.

We are looking for a self-directed, enthusiastic, and highly detail-oriented applicant who has experience and a passion for working with those living in poverty, with HIV/AIDS, or other chronic health conditions, and/or with history of mental health or substance abuse.

The capability to promote positive health behaviors including self-care, medication adherence, and disease self-management, as well as strategies for self-sufficiency and empowerment are essential to this role in addition to the ability to establish and maintain positive client rapport.

Organization Mission and Position Benefits
Tulsa CARES is a United Way Partner Agency and is fully accredited by the Council on Accreditation. We are committed to the elimination of health disparities among persons living with HIV/AIDS. We offer competitive pay, a team-based work environment, and are an equal opportunity employer. This position provides paid vacation, sick leave, federal holidays, health benefits, and a retirement matching plan.

REQUIREMENTS:
- Bachelor or master’s degree from an accredited university in social work or a related field (MSW or LPC is preferred).
- Must maintain current driver’s license and any relevant licenses or certifications.
- Local travel required.

APPLY:
Please send a cover letter, resume, and contact information for three references to Bruce Lewis by emailing BruceL@tulsacares.org or you may fax your application to 918-834-4189. No calls please.