



Fair Haven Community Health Center
374 Grand Avenue
New Haven, Connecticut 06513
(203) 777-7411 · www.fhchc.org

Outstanding healthcare opportunity

We are looking for passionate, caring individuals who are interested improving the health of the Fair Haven community. For over 40 years, FHCHC has been a leader in health care in Connecticut and is focused on providing excellent, affordable primary care to all patients, regardless of insurance status or ability to pay. FHCHC is proud to have a diverse and motivated team of professionals who are constantly seeking ways to enhance and improve the health and well-being of all patients.

Job Description

Job Title: HIV Care Coordinator

Position Type: Full Time, benefitted

Reports to: Director of Social Services

Job Purpose: The HIV Care Coordinator will provide comprehensive individualized social services to Fair Haven Community Health Center patients with HIV and AIDS. It is the responsibility of the Care Coordinator to provide a wide spectrum of services as a part of a primary care team; help to improve the health and well-being of our primary care patients; provide clinically and culturally sensitive outreach; collaborate with outside service providers, and make appropriate internal/external referrals.

Duties and Responsibilities:

- Collaborates with other clinical programs, social service providers and outreach workers in assisting and following up on client referrals, including implementing comprehensive care plans to meet the needs of clients and families
- Link patients to appropriate services that promote positive health outcomes, treatment adherence, and greater self-sufficiency
- Links patients to legal, housing and transportation service
- Links patients to mental health, substance abuse, and pain management treatments
- Assists clients with obtaining federal and state funded programs & services, especially with CDAP
- Assists patients in navigating the requirements of medical insurance.
- Tracks client follow up and outcomes
- Completes assessments, intakes, and care plans for assigned patients
- Provides intensive case management services to PLWH and their families
- Documents client referrals, encounters, and services in the electronic health record, Epic
- Maintains strict adherence to all document deadlines including report deadlines and timely completeness of documentation
- Attends relevant trainings
- Represents Fair Haven Community Health Center at community events
- Performs other necessary duties as required by the Community Health Center to achieve the goal of providing primary health care



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Qualifications and Skills:

- 3 years' experience in case management or care coordination
- Commitment to serve transgender, people of color, women and immigrants regardless of documentation
- Bilingual in English and Spanish required
- BSW or other professional degree or equivalent experience required

OSHA Status—Category III—Low Risk Position

Generally works in an office environment with no exposure to bloodborne pathogens

Americans with Disabilities Act Requirements:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Essential Physical/Mental Demands:

Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records,

Mental Demands: Ability to cope with continual changing priorities under potentially stressful conditions

Manual Dexterity Required: Ability to use a keyboard, telephone