

Position: Case Manager/Outreach – (Mon – Fri, flexible hours)
Reports To: Board
Compensation: \$23-25/hr

Introduction:

The position is to provide support to members, their families and caregivers as well as to promote prevention through education and awareness. This position is key to the organization, and the worker's activities can sometimes change due to the ongoing assessment of member needs. The position requirements can also change as a result of Board directives or the availability of funds and/or funder's requirements.

Duties and responsibilities are listed in order of organization priority. While all activities are important, the Board has highlighted these areas as top priority.

Support Group/Members

- Facilitates support group meetings and help coordinate monthly dinners with volunteers
- Maintain records of event activities, and member's attendance.
- Researches and arranges for guest speakers or videos on a variety of topics concerning the health and welfare of member according to grants received.
- Works closely with the Gilwest Clinic to keep up to date with the services and workshops offered, and to refer members to the Clinic.

Member Support and Programs

- Maintains regular contact with members and meet with them to provide emotional support, advocacy, information and referrals as appropriate.
- Coordinate member eligibility for and distribution of Grocery Access Program (GAP) and Supplementary Health Fund (SHF).
- Arrange for members transportation to Hospital, doctors and other appointments when needed.
- Maintain up-to-date case reports for members and current membership data

Education, Awareness & Prevention

- Acts as Community Liaison with other non-profits in the community.
- Maintain and update display board and along with material for prevention workshops.
- Solicits new opportunities for prevention workshops.
- Helps develop reporting and measurement practices to demonstrate program success.
- Networks with other AIDS organizations, health centres and resources facilities locally, within B.C. and across Canada.
- Coordinates displays at various locations such as BCPWA AIDS Walk, Gay Pride Parade, World AIDS Day events, Kwantlen College, etc.. and Red Ribbon campaign for World AIDS Day.
- Helps coordinate the distribution of Society brochures and leaflets in the community and in doctors' offices along with coordinating new resource material, Safer Sex Campaigns and Condom packages.
- Implements programs funded by specific grants.
- Helps Webmaster by liaising with relevant information for the web site.