

## **JOB POSTING**

### **CareLink Navigator**

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://cascadeaids.org>.

CAP is excited to announce that we are currently hiring a full-time (1.0 FTE) CareLink Navigator. The CareLink Navigator provides high-quality, strengths-based short-term case management for individuals living with HIV who are not currently engaged in medical care. CareLink primarily assists persons living with HIV (PLWH) who:

- are newly diagnosed with HIV and need additional support to engage in HIV related care
- have been out of medical care for more than 6 month and need support to reengage in care
- are exiting Corrections Facilities and needs assistance engaging in HIV services
- at high risk of becoming disconnected from medical care due to homelessness, substance use and/or mental health disorders.

The CareLink Navigator connects PLWH to medical care and other social services. Specifically, this position is responsible for:

- Assessing clients' involvement in HIV services and identify barriers to care and readiness to access care
- Establishing rapport with clients and working with them to develop individualized goal plans to facilitate clients' engagement and retention in medical care, substance abuse treatment and/or mental health services
- Advocating for clients with service providers
- Making appropriate referrals to CAP programs, mental health, substance abuse, HIV prevention, or other community partners as needed
- Collaborating with housing case managers, medical case managers, medical teams, and other support services providers

We are looking for an enthusiastic individual with a strong background in supporting people who have been incarcerated, are experiencing homelessness, mental illness, and/or struggling with substance use. This full-time position reports to the Manager of Prevention Services and is based in our Portland office, but will travel throughout the six-county service area for meetings and client home-visits. Evening and weekend work is occasionally required. This is a non-management, union-represented position.

#### **Required Qualifications:**

- Bachelor's Degree in human/social services field (social work, public or community health, psychology) or related field or equivalent experience
- A minimum of one year experience providing case management services to people who have experienced homelessness, mental illness, and/or substance dependency
- Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- Excellent written and oral communication skills

- Successful experience working with ethnic, racial, economic and sexually diverse populations and persons who have experienced homelessness, persons with a mental illness and/or substance addiction
- Demonstrated ability to effectively collaborate with community stakeholders
- Good organizational and time management skills
- Ability to work independently with accountability; exercise sound judgment and discretion
- Available to occasionally work evenings and weekends

**Preferred Qualifications:**

- Previous professional or volunteer experience working with people living with HIV
- Knowledge of housing laws and local housing resources
- Experience working with persons exiting County, State or Federal Corrections
- Knowledge of social services in the Portland Metro Area
- Knowledge of benefits programs available to people with HIV
- Verbal and written fluency in English and Spanish
- Valid driver's license and access to reliable vehicle

**Compensation:** Salary is determined by a Union salary calculator with an anticipated salary of \$37,000 annually. Additional compensation includes: employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

**NOTE: This is a union represented position.**

**Closing Date:** Application review will be reviewed on a continuing basis. Applications will continue being accepted until the position is filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**
- 2) your resume, and 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
CareLink Navigator Position  
520 NW Davis St., Suite 215  
Portland, Oregon 97209  
Fax: 503-223-6437

Or by email to:

[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply