

Catholic Charities Community Services

~ JOB POSTING ~

JOB TITLE: Bilingual Case Manager II (English/Spanish)

DEPARTMENT: AIDS Services

PRIMARY WORKSITE: 1945 East Ridge Road, Rochester, NY 14622

START DATE: Immediately

JOB FUNCTION: Provide case management services to persons living with HIV/AIDS.

Full Time Position – Primarily Monday – Friday, 8:30 am – 4:30 pm.
Hours may vary based on needs of clients or department

QUALIFICATIONS: BA/BS in Health, Education or Human Services and at least one year experience working with HIV/AIDS, substance abuse, developmental disabilities, or mental illness.

OR

Associate's degree in Health or Human Services and at least two years experience working with HIV/AIDS, substance abuse, developmental disabilities, or mental illness.

SPECIAL REQUIREMENTS:

- Excellent writing skills in English
- Fluency in Spanish and English languages
- Valid New York State driver's license and use of a reliable, registered and insured vehicle to transport clients.
- Knowledge or experience working with individuals with HIV/AIDS desired
- Commitment to Agency Mission Statement

BENEFITS: Paid vacation, sick, holiday time. Retirement plan, group life and disability insurance. Paid training. Eligible for dental care at group rates, tax deferred annuities, pre-tax flexible spending plans for medical expenses or dependent care. Paid health care.

RATE OF PAY: \$13.75/hour – position is full time (40 hours).

EXTERNAL CANDIDATES: SEND RESUME TO:

CATHOLIC CHARITIES COMMUNITY SERVICES, ATT: Phyllis McElligott
1945 EAST RIDGE ROAD, SUITE 24, ROCHESTER, NY 14622
or by e-mail to pmcelligott@dor.org

Direct Questions to Phyllis McElligott at (585) 339-9800 ext. 250

POSTING DATE: February 2, 2010