



VICTORIA COUNTY

Public Health
Prevent. Promote. Protect.

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

Position: Casework Associate

2024

Full-time Position

Salary: \$15.63 - \$18.54

**Essential
Non-Exempt**

Open until filled

SUMMARY

Employee will perform assigned casework and clerical duties in the Victoria County Public Health Department – HIV/AIDS Resource Program (HARP) Division. While under the direction of the Program Manager of the HARP Division, the employee is responsible for assisting HIV+ clients to access relevant social services and health care networks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs Non-Medical Case Management activities including intakes on new clients and annual updates.
- Provides information, referrals and assistance with linkages to medical and psychosocial services as needed.
- Advocates on behalf of clients to decrease service gaps and remove barriers to services.
- Helps and empowers clients to develop and utilize Independent living skills and strategies.
- Provides unbiased and ethical services.
- Maintains administrative and client files.
- Manages Housing Opportunities for People with AIDS (HOPWA) program including home inspections, generating semi-annual and annual reports, and assisting clients with the application process.
- Collects invoices/bills from subcontractors and other vendors and prepares purchase orders for payment.

- Assists Program Manager with preparation of quarterly reports.
- Enters service delivery data and case notes in client database Take Charge Texas (TCT).
- Provides client transportation if necessary.
- Performs home or worksite visits to clients, and maintains a confidential environment while doing so.
- Complies with the current Standards of Care and Agency policies and procedure.
- Helps plan, implement, and evaluate program policies and procedures.
- Assists in grant writing, service activity reports, and monthly billing processes as assigned.
- Attends all required trainings as specified in the current Standards of Care.
- Performs other relevant duties as assigned.
- Absolute client confidentiality is expected, and breach of such is grounds for immediate termination.

SUPERVISORY RESPONSIBILITIES

- None.

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school.
- A minimum of one year paid work experience with persons with HIV/AIDS or other catastrophic illness is preferred.
- Knowledge and training in assessment of needs, formulation of care plans, monitoring of care plans and evaluation of case profiles.
- Extensive knowledge of community resources and services.
- Proficient using Microsoft Office software (Word, Excel, Outlook, etc.)
- Bilingual: Spanish a plus

LANGUAGE SKILLS

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.

- Ability to print and speak simple sentences.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple one or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License and proof of automobile liability insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901