



# COUNTY OF NYE

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## CLASS TITLE: *Ryan White Specialist*

### **BASIC FUNCTION:**

Under direction of management, works with clients to develop a comprehensive service plan specific to each client's unique circumstances. Service plans are intended to address the client as a whole, including medical and medication needs, mental health, finances, housing stability, support system, medical transportation and other areas as determined. Works with clients and community partners in an effort to increase adherence to care and treatment by addressing the barriers that commonly affect access to services. ***This position exists only to the extent that funding is available.***

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Provide comprehensive services to all clients including: initial eligibility, intake assessment, benefits assessment, goal setting, long-term case/care plan development, progress monitoring, managing appointments, advocacy and referrals.
2. Assist in development, implementation and revision of individual treatment plans; assures that services provided are specified in the treatment plan and monitors progress toward treatment goals.
3. Connect clients with needed and available community resources. Follow-up with clients and agencies as appropriate to document use/success of referral.
4. Maintains an active caseload providing interventions as needed within area of expertise and limits of credentials; assures procurement of additional services as needed.
5. Input accurate and complete data for all contacts with clients into CareWare database.
6. Provide all required documentation in a timely manner, which may include client follow-up and redetermination.
7. Stay in touch with clients to ensure the services were beneficial and that their needs are still met after pointing clients in the right direction for services.
8. Help clients understand, apply and enroll for health care coverage through the Marketplace/Medicaid.
9. Assist eligible adults who are homeless or at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder apply for SSI/SSDI (Supplemental Security Income/Social Security Disability Income).
10. Transport of clients, some with mobility challenges to their destinations safely and on time. Report any incidents or accidents.

11. Maintain daily vehicle/activity logs and compile data pertaining to the assignment area; submit periodic activity summaries.
12. Conduct outreach to all of Nye County.
13. Participates in continuing education activities, remaining knowledgeable in area(s) of expertise.
14. Attend meetings as appropriate and meet regularly with supervisor to exchange pertinent information and receive supervision.
15. Maintains high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature.

**Knowledge, Skills & Abilities:**

Knowledge of Ryan White Policies and Procedures for all programs (including County, State and Federal regulations); Ability and skill to interact with people of different social, economic and ethnic backgrounds; Knowledge in operating personal computers and various office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities; a typical way to gain the required knowledge and ability is: graduation from high school or successful completion of GED or high school proficiency exam and/or work experience of 1-2 years closely related to the duties and responsibilities of the class. Must complete and obtain certifications in First Aid/CPR, defensive driving, Certified Application Counselor, SSI/SSDI Outreach, Access and Recovery (SOAR) within a specified time frame and CareWare and any additional required training.

**LICENSES:**

Valid Nevada Drivers License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not Applicable

**CONTACTS:**

Co-workers, other department personnel, clients, state and federal employees, hospital social workers and personnel, private organizations, patient advocacy agencies, non-profit organizations and the public

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment. Will be required to drive for extended periods of the work day.