



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available: *1917 Temporary Housing Program (THP)* *Case Manager*

Reports to	1917 THP Program Coordinator
Salary Range	\$33,400 -- \$45,400
Minimum Requirements	Bachelor’s degree in social work from an accredited college/university or human service related degree with at least one year work experience in case management; Strong computer, organizational, and case management skills; Reliable transportation, valid driver’s license, good driving record, automobile insurance; and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Master’s degree in social work or related field from an accredited college or university; Current social work licensure; Two or more years working with persons experiencing homelessness; Two or more years working in housing with preference for Rapid Re-Housing experience; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for providing community outreach, identifying eligible consumers and linking them to community resources, provide consumers with decent and affordable housing resources, and provide client-centered case management to all eligible consumers.

Areas of Responsibility

1. Provide intensive case management services for clients;
2. Ensure documentation of a client’s eligibility prior to the provision of any services and maintain required documentation for continued eligibility;
3. Build therapeutic, working relationships with consumers to assist in developing resources for successfully maintaining permanent housing as outlined in the case plan;
4. Develop, implement, and maintain housing plan and case plan with each client;
5. Provide outreach to potential landlords for 1917 Housing Project;
6. Provide after care support to clients exiting the program;
7. Provide life skills training (group and individual) to clients enrolled in the program;
8. Complete and submit weekly billings and/or other reports on time;
9. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports;
10. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and may occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be mobile including climbing stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/ Personnel, Finance,

Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date