AIDSAlabama
Housing Is Healthcare

Position Description

CASE MANAGER

Incumbent	Open
Functional Title	Way Station Transitional Housing Case Manager
Supervisor	Way Station Coordinator of Social Services
Department	Programs
Salary Range	$43,000 to $50,000
Location	Birmingham, Alabama
FLSA Designation	Exempt

Duties and Responsibilities

The primary purpose of this position is to provide case management and supportive/wrap around services to program participants as they work towards their individual goals, housing, and community re-entry.

1. Provide case management services to a caseload of consumers from Way Station Transitional Housing project. Services to include referral, intake assessment and case planning, linkage, service arrangement, monitoring, and support.
2. Way Station expects staff to create a safe space in which all young people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human; and youth sexual development is recognized as normal. In such a space, all youth and young adults would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.
3. Ensure documentation of a young adult consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
4. Build therapeutic, working relationships with young adult consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan.
5. Develop and implement housing plan with transitional housing consumers including provision of housing search support and counseling through the housing process.
6. Provide outreach to potential landlords for Way Station, potential referral sources, and potential support agencies to provide educational, vocational, social, health, mental health, etc. services to consumers.
7. Provide after care support to consumers exiting the program.
8. Complete and submit weekly billings and/or other reports on time or as needed.
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. Adhere to all Way Station Policies, Procedures, and Guidelines.
11. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time, including occasional nights and weekends
- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications;

communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 50 pounds

Minimum Qualifications

- Bachelor's degree in Social Work or related field from an accredited college or university
- Strong computer and case management skills
- Currently licensed to practice Social Work in the state of Alabama preferred
- Master's degree in Social Work or related field from an accredited college or university preferred

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.