



## Job Description ~ Position Available: AIDS Alabama South *Psychosocial Support Case Manager*

Reports to	Director of Programs
Benefits	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$36,000 (limited experience) -- \$42,000 (significant experience), annually.
Minimum Requirements	Bachelor's degree in social work from an accredited college/university or human service-related degree; Reliable transportation, valid driver's license, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Current social work licensure; Mental health experience; Working knowledge of CareWare and Ryan White Part B funding; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	To provide group or individual support and counseling services to assist eligible people living with HIV in addressing behavioral and physical health concerns.

### Areas of Responsibility

1. Ensure consumer's eligibility prior to the provision of any RWPB services.
2. Complete annual or six-month assessments of consumers on time as required.
3. Complete an assessment to evaluate the need for psychosocial support services and reassess every six months.
4. Create a treatment plan detailing assessed need(s) with a timeline to resolve or reassessment.
5. Conduct mental health screenings with consumers.
6. Facilitate groups and activities, HIV support, nutrition counseling, etc.
7. Referring clients to appropriate services such as counseling and pastoral care.
8. Participate as part of the Program Treatment Team in staffing cases and solving program problems.
9. Complete and submit billing within 24 to 48 hours after client encounter and/or other reports on time.
10. Must attend at least one UWCA (Birmingham) Ryan White case staffing annually.
11. Complete all certifications and training for Targeted Case Management and Ryan White Case Management. Some of these trainings are out of town; some travel required.
12. Attend annual training and certifications; some travel required.
13. Maintain excellent and consistent case management documentation.
14. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
15. Coordinate and facilitate Positive Perspectives as scheduled.
16. Conduct HIV post-test education as necessary.
17. Be on-call at the main office for walk-in consumers as scheduled.
18. Assist the Prevention Department with Outreach events, as needed.
19. Other duties as assigned.

### Work Environment

1. Schedule – Work hours are full time and may occasionally include nights and/or weekends; varies based on the needs of the client, the client's family, and the agency.
2. Physical Requirements – May lift up to 50lbs occasionally; and prolonged periods of standing, sitting, stooping, and bending.
3. Safety/Environmental – Must be comfortable working with individuals and/or family members living with HIV (or other STI's), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

**Overall Expectations**

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which 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 South is an equal opportunity employer.**

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Employee's signature

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Date

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Human Resources signature

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Date