



Job Description ~ Open Position: ***Birmingham Housing Matters (BHM) Project Homelessness Prevention Peer Support Specialist***

Reports to	Birmingham Housing Matters Coordinator, and Director of Homelessness Prevention.
Salary Range	\$32,400 (limited experience) - \$39,600 (significant experience), annually.
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Minimum Requirements	High School Diploma (or equivalent); Personal history and knowledge of homelessness; Knowledge of federal, state, and community resources; Strong computer and case management skills; Ability to partner with clients to complete activities identified in case management plan; Valid AL driver's license, reliable transportation, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Two or more years working with or assisting individuals experiencing homelessness; Two or more years working with young people; Bilingual; Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction. Identify as a person with lived experience.
Overall Mission	To provide culturally competent outreach, connection to, and classes about community-based resources necessary to support transition to and maintenance of stable housing. To empower clients to achieve personal goals related to independent living and employment in the community.

Areas of Responsibility

1. Work as a vital member of housing team providing services for homeless and previously homeless individuals.
2. Utilize goal setting processes to help consumers articulate personal goals and identify skills, strengths, supports, and resources necessary to achieve these goals and highlight skills, strengths, supports, and resources they share or have personally used.
3. Help consumers locate and join relevant self-help/support groups and offer to attend initial meetings with them, stressing the importance of joining and regularly attending these support groups.
4. In all interactions, model and teach through example healthy coping, self-help strategies, appropriate social interactions, problem-solving, and healthy interpersonal relationships.
5. Support consumers' vocational goals by discussing opportunities, application and interview processes, strategies for maintaining employment, and connecting consumer with employment resources.
6. Maintain a working knowledge of local community resources specifically housing resources and landlords.
7. Complete all documentation and billing procedures as required by the agency, CoC, and Ryan White Program standards.
8. Build new landlord partnerships and maintain current landlord partnerships, including organizing activities for landlords to learn more about agency programs and opportunities.
9. Majority of time will be in the community supporting and assisting clients.
10. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.
3. Cultural/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STIs) as well as impaired cognitive behaviors.

Overall Expectation

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, 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. Employees 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