

Job Description ~ Position Available

Main Office Social Work Case Manager

Reports to	Main Office Social Work Coordinator
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.
Salary Range	\$38,016 (limited experience) - \$45,000 (substantial experience), annually.
Minimum Requirements	Bachelor's degree in social work or related field from an accredited college or university; Strong computer and case management skills; Reliable transportation, valid Alabama driver's license, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Master's degree in social work or related field from an accredited college or university; Licensed to practice social work in the state of Alabama; 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 link 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 case management services to a caseload of consumers who seek services through the Main Office with a particular focus on individuals and their families who are at risk or experiencing homelessness. Services to include referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Services are provided at the most appropriate location for clients and include but are not limited to the office and at consumers' homes.
2. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
3. Build therapeutic, working relationships with consumer load to assist in developing life skills necessary for successfully maintaining permanent housing as outlined in the case plan.
4. Provide outreach to potential landlords and manage relationships with landlords to ensure the greatest availability of safe, affordable housing to our clientele.
5. Provide after care support to consumers existing the program.
6. Complete and submit weekly billings and/or other reports on time.
7. Adhere to good quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
8. Manage temporary client-centered special projects and assignments as requested.
9. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and 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 able to climb 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, Pro-

cedures, 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. 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