



Job Description ~ Open Position: ***Birmingham Housing Matters (BHM) Project Program Coordinator***

Reports to	Director of Homelessness Prevention
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	\$45,000 (limited experience) - \$55,008 (substantial experience), annually.
Minimum Requirements	Bachelor's degree in social work or related field from an accredited college or university; Experience in Rapid Rehousing and Supportive Housing programs; Strong case management skills; Current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, 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; Two or more years working with persons experiencing homelessness; Two or more years working in housing with preference for Rapid Rehousing experience; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Ensure that Birmingham Housing Matters (BHM) Permanent Supportive Housing works towards its missions of helping individuals experiencing chronic homelessness, chronic mental health conditions, or substance use disorder through Permanent Supportive Housing.

Areas of Responsibility

1. Oversee all case management and clinical elements of the BHM Program.
2. Provide supervision and guidance to all BHM staff to ensure that culturally sensitive and relevant services are provided.
3. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
4. Ensure that Case Managers are completing individualized housing case plans with each consumer, and case plans are updated according to consumer needs.
5. Ensure that Peer Support Specialists are providing relevant services and working collaboratively with Case Managers and other agencies.
6. Serve as an alternate to provide case management on an as needed basis to assist staff in maintaining needed programmatic functions.
7. Provide outreach to potential landlords, potential referral sources, and potential support agencies for both programs.
8. Complete and submit weekly billing 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. Adhere to all Birmingham Housing Matters policies, procedures, and guidelines.
11. Build and maintain good working relationships with community partner agencies for continuity of referrals to the programs and for supportive services.
12. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and may occasionally include nights and weekends; varies based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 50lb. occasionally; long periods of standing, stooping, bending, and sitting; must be able to climb stairs.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STIs), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. 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 functions, 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 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 is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date