



**Job Description ~ Position Available:**  
**AIDS Alabama South**  
***Social Work 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	\$35,500 (limited experience) -- \$40,000 (significant experience), annually.
Minimum Requirements	Bachelor's degree in social work from an accredited college/university; Strong computer, organizational, and case management skills; Excellent written and verbal communication skills; 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	Master's degree in social work from an accredited college or university; Current social work licensure; Prior nonprofit and management experience; Two or more years working with persons experiencing homelessness; 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	Responsible for providing client-centered case management to all eligible consumers, linking them to community resources, and providing consumers with decent and affordable housing resources.

**Areas of Responsibility**

1. Ensure consumer eligibility prior to the provision of any services.
2. Provide Case Management Services to clients with HIV/AIDS who seek services through AIDS Alabama South.
3. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Services to be provided in the office. Case Management can include home visits and inspections as needed.
4. Complete six (6) month reassessments of consumers on time as required.
5. Facilitate applications for Ryan White Emergency Financial Assistance, Housing Opportunities for Persons with AIDS (HOPWA) rental/mortgage assistance and ongoing services and provide supportive case management services that are long-range in nature as well as focused on resolving immediate crisis needs.
6. Be present at (minimum) one UWCA (Birmingham) Ryan White case staffing annually.
7. Complete all certifications and trainings for Social Work Licensure, HOPWA, Post Test Education, HIV Testing, Drug Testing, Targeted Case Management and Ryan White Case Management. Some of these trainings are in Birmingham; some travel required.
8. Attend annual training and certifications; some travel required.
9. Participate as part of the Program Treatment Team in staffing cases and solving program problems.
10. Complete and submit billing within 24 to 48 hours after client encounter and/or other reports on time.
11. Maintain excellent and consistent case management documentation.
12. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
13. Coordinate and facilitate Positive Perspectives as scheduled.
14. Conduct HIV post-test education, as necessary.
15. Be on-call at main office for walk-in consumers, as scheduled.
16. Assist the Prevention Department with Outreach events, as needed.
17. 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 STIs), 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date