



Job Description ~ Open Position:
AIDS Alabama South
ARAP Case Manager

Reports to	Director of Programs
Benefits Include	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 and Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$33,000 (limited experience) -- \$40,319 (significant experience) annually.
Minimum Requirements	Bachelor's degree in social work from an accredited college or university with at least one-year work experience in case management; Strong computer and organizational skills; Reliable transportation, valid AL driver's license, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Skills	Master's degree in social work from an accredited college or university; Current social work licensure; Prior nonprofit 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, permanent housing placement, and supportive services to **all HIV positive Alabama Rural AIDS Project (ARAP) consumers in Baldwin Butler, Conecuh, Choctaw, Clark, Dallas, Monroe, Marengo, and Wilcox Counties** who seek services.
3. Develop rapport with community agencies in the rural area and create community resource guide for the rural counties.
4. Refer all homeless and imminently homeless consumers from Mobile and/or Baldwin County to appropriate resources.
5. Be agency's liaison to the Alabama Rural Coalition for the Homeless, including attending all meetings and conference calls.
6. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Case Management can include home visits and inspections as needed.
7. Complete six (6) month reassessment of consumers on time as required.
8. Conduct HIV post-test education, as necessary.
9. Facilitate applications for Ryan White Emergency Financial Assistance, and on-going services and provide supportive case management services that are long-range in nature as well as focused on resolving immediate crisis needs.
10. 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.
11. Complete and submit all billing and case notes within 24 to 48 hours after client encounter.
12. Complete all certifications and trainings for ARAP, HOPWA, Drug Testing, Targeted Case Management and Ryan White Case Management.
13. Be present for (minimum) one UWCA Ryan White case staffing annually.
14. Attend housing, Ryan white, and social work conferences/trainings to continue educational growth and professional development.
15. Coordinate and facilitate Positive Perspectives as scheduled.
16. Assist in organizing agency foodbank.

17. Receive rural consumer referrals from other Programs Department staff.
18. Participate as part of the Program Treatment Team in staffing cases, solving program problems,
19. Work closely with the Director of Programs and the AIDS Alabama, Inc. ARAP Coordinator and Housing Department to ensure proper maintenance of ARAP master leasing units.
20. Work closely with all departments including HIV and HCV testing (this may include bodily fluids), outreach events, case management, financial assistance, housing, psychosocial support and transportation.
21. Be on-call at main office for walk-in consumers as scheduled.
22. 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 mobile including climbing 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/AIDS Alabama South 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. 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date