



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available: *Rectory Case Manager*

Reports to	LIBCAP (Living in Balance Chemical Addiction Programs) Supervisor
Minimum Requirements	Bachelor’s degree in Social Work or other social services field AND certified to provide Ryan White Case Management OR current LBSW; Strong computer and case management skills; Reliable transportation, valid driver’s license, auto insurance, good driving record, and proof of COVID-19 vaccinations(s); Must successfully complete pre-employment process.
Preferred Qualifications	MSW/LMSW.
Overall Mission	To provide case management for consumers enrolled in the AIDS Alabama Rectory shelter; to help those living HIV/AIDS lead healthy, independent, and productive lives; and to prevent the spread of the disease.

Areas of Responsibility

1. Assist the LIBCAP Supervisor in day-to-day operations of the Rectory and the Living in Balance Chemical Addiction Programs;
2. Provide case management assessment, planning, and services to link Rectory consumers to needed resources within the agency and the community;
3. Provide individual and group psychosocial support services to LIBCAP consumers;
4. Work as a vital member of the treatment team;
5. Complete all documentation via HMIS and maintain billing procedures that are required by Alabama Medicaid Targeted Case Management, Alabama Department of Mental Health, and Ryan White Program standards;
6. Work closely with consumers, the Housing Department, and Community Housing Resources to provide stable housing for Rectory consumers;
7. Provide consumer-centered practice, promote recovery, and make individualized treatment provisions;
8. Consistently maintain a (minimum) 65% productivity goal, complete monthly report of billable services for LIBCAP Supervisor;
9. Work closely with CRSS to coordinate services for consumers and assist the LIBCAP Supervisor with leading the weekly house meeting;
10. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, includes weekends; shifts vary based on the needs of the consumers, the consumer’s family, and the agency.
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 Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/ Personnel, 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