



AIDSAlabama
Housing Is Healthcare

Position Description

PARTNERSHIP PROGRAM COORDINATOR

Incumbent	Open
Functional Title	Homelessness Prevention Partnership Program Coordinator
Supervisor	Director of Homelessness Prevention
Department	Programs – Homelessness Prevention
Salary Range	\$46,000 to \$54,000
Location	Birmingham, Alabama
FLSA Designation	Exempt

Duties and Responsibilities

The primary purpose of this position is to independently manage staff, case management services, quality improvement, and community collaboration of housing project. Specifically, this position works with two partnership projects providing housing and other supportive services to patients of UAB 1917 Clinic and UAB Family Clinic.

1. Oversee all case management services of assigned program as well as ensure the effective program development and implementation.
2. Oversee and coordinate referral process and case assignments.
3. Ensure that case managers are completing individualized service plans with each client, and the service plans are updated according to client needs.
4. Serve as an alternate to provide case management or program services on an as needed basis to assist staff in maintain needed programmatic functions.
5. Provide supervision, guidance, and professional development training to all program staff to ensure culturally sensitive and relevant services are provided.
6. Facilitate both individual supervision meetings and group program meetings to assist in professional development and program efficacy.
7. Provide outreach to community resources and potential support agencies.
8. Complete and submit billing and/or other reports in a timely manner.
9. Review and approve all program financial applications and check requests.
10. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grants or agency reports.
11. Coordinate and maintain regular review of charts and chart audits.
12. Provide crisis intervention methods as needed.
13. Participate in all necessary agency or external training related to the enhancement of social work skills and understanding of funding sources.
14. Build and maintain good working relationships with funding partner and other partner agencies for supportive services.
15. Adhere to all agency and department policies and procedures as well as any specific project policies and procedures.
16. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time, including occasional nights and weekends

- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 35 pounds

Minimum Qualifications

- Bachelor's degree in Social Work or related field (MSW preferred); and
- At least five (5) years of demonstrated leadership experience
- Licensure by the Alabama State Board of Social Work Examiners preferred

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.