



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position

### *Way Station Shelter Case Manager*

Reports to	Way Station Coordinator of Social Services, Director of Homelessness Prevention
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	\$33,200 (limited experience) -- \$40,500 (substantial experience), annually.
Minimum Requirements	Bachelor's Degree in Social Work or related field from an accredited college or university; Strong computer and case management skills; Reliable transportation, valid driver's license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Master's degree in social work or related field from an accredited college or university; Licensed to practice Social Work in the state of Alabama; Two or more years working with young people; Two or more years working with persons experiencing homelessness; One or more years working with or assisting individuals needing or pursuing housing; Bilingual; Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	To provide culturally competent case management and supportive/wrap around services to program participants as they work towards their individual goals, housing and community re-entry.

#### Areas of Responsibility

1. Way Station expects staff to create a safe space in which all young people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human; and youth sexual development is recognized as normal. In such a space, all youth and young adults would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.
2. Ensure documentation of a young adult consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
3. Build therapeutic, working relationships with young adult consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan.
4. Develop housing plan with shelter consumers and implement including connection to longer term housing options that consumers may be eligible for – specifically Coordinated Entry process.
5. Provide outreach to potential landlords for Way Station, potential referral sources, and potential support agencies to provide educational, vocational, social, health, mental health, etc. services to consumers.
6. Provide alternative care options for clients during the hours they cannot be at Way Station Emergency Shelter.
7. Complete and submit weekly billings and/or other reports on time or as needed.
8. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
9. Adhere to all Way Station Policies, Procedures, and Guidelines.
10. Other duties as assigned.

#### Work Environment

1. Schedule: Work hours are full-time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, 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 Expectation**

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 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.

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**AIDS Alabama is an equal opportunity employer.**

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Employee’s signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date