



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position: *Social Work Coordinator -- Main Office*

Reports to	Administrative Director of Programs
Salary Range	\$43,830 (limited experience) -- \$53,570 (substantial experience), annually
Minimum Requirements	Bachelor degree in social work from an accredited college or university; Licensed-eligible to practice social work in the state of Alabama; Strong computer and case management skills; Reliable transportation, valid driver's license, auto insurance, safe driving record, and proof of COVID-19 vaccinations(s); Must successfully complete pre-employment process.
Preferred Qualifications	Master's degree in social work or related field from an accredited college or university; Two or more years working with persons experiencing homelessness; Two or more years working in housing case management; Supervisory experience.

Areas of Responsibility

1. Maintain caseload for consumers who are also employed by the agency.
2. Screen and assign new client cases to social work staff.
3. Conduct and provide supervision and professional development to social work staff.
4. Develop working relationships with other CBOs in and outside the metro areas that will lead to client referrals.
5. Approve all Ryan White financial applications and check requests.
6. Collaborate with Performance Improvement Specialist to ensure all Ryan White and Medicaid audits are completed in a timely manner.
7. Complete and submit weekly billings and/or other reports on time.
8. Provide crisis intervention methods as needed to assist social work staff with critical cases.
9. Be the key contact and facilitate all FAC (Financial Assistance Committee) meetings.
10. Participate in all necessary agency or external training related to the enhancement of social work skills and understanding of funding sources.
11. Supervise and coordinate (on the job training/internships) for student social work placement.
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. Other duties as assigned.
14. Assist with coverage as needed.
15. 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 able to climb 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, 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