



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Position Available

### *Community Stability Project (CSP) Case Manager*

Reports to	Homelessness Prevention Partnership Program Coordinator
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, accident, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$32,700 (limited experience) - \$44,700 (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; Current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, reliable transportation, and proof of COVID-19 vaccination(s); Must successfully complete and pass 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 a) with young people, b) with persons experiencing homelessness, c) in housing, d) with persons experiencing food insecurity; Bilingual; Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for providing community outreach, identifying eligible consumers and link them to community resources, provide nutritional assistance and emergency financial assistance to all eligible consumers.

#### **Areas of Responsibility**

1. Provide case management services to a caseload of consumers from Community Stability Project (CSP). Services to include referral, intake assessment and case planning, linkage, service arrangement, monitoring, and support. Services are provided at the most appropriate location for clients and include but are not limited to the office and at consumers' homes. Some services are provided virtually for eligible clients living outside of Birmingham-metro area.
2. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
3. Build therapeutic, working relationships with consumers to assist in developing life skills necessary for achieving and maintain housing stability and/or food security.
4. Develop housing plan with each consumer and implement including provision of nutritional assistance, emergency financial assistance, housing search support and housing stabilization.
5. Provide outreach to potential landlords for housing, potential referral sources, grocery providers, and support agencies to provide educational, vocational, social, health, mental health, etc. services to consumers.
6. Provide after care support to consumers exiting the program.
7. Complete and submit weekly billings and/or other reports on time including documentation of services provided.
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 Community Stability Project's Policies, Procedures, and Guidelines.
10. 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, Personnel/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.**

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Employee’s signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date