



AIDS **Alabama**
Housing Is Healthcare

Job Description ~ Open Position

ARAP Case Manager

Reports to	ARAP Coordinator.
Salary Range	\$35,381 (limited experience) - \$42,243 (significant experience), annually.
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.
Minimum Requirements	Bachelor's degree in Social Work from an accredited college or university; Experience in a non-profit setting; Strong computer and case management skills; Valid AL driver's license, reliable transportation, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Overall Mission	Responsible for providing community outreach, identifying HIV positive consumers, link them to community resources; provide consumers with decent and affordable housing resources, and provide client-centered case management to all eligible ARAP consumers.

Areas of Responsibility

1. Ensure consumer eligibility prior to the provision of any services.
2. Provide case management, permanent housing placement, and supportive services to all Alabama Rural AIDS Project (ARAP) eligible consumers in AIDS Alabama's rural catchment areas, who seek services.
3. Communicate with other staff within the Programs Department regarding specific rural programs and/or activities.
4. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring, and support. Case Management can include home visits and inspections at least once a month but more frequently, if needed.
5. Receive rural consumer referrals from other Programs Department staff and visit each ARAP county at least once within the grant year to complete outreach efforts.
6. Participate in scheduled ARAP meetings/conference calls.
7. Build rapport with community agencies in the rural areas such as healthcare-focused events, S.A. treatment programs, homeless shelters, soup kitchen, health departments, or any legitimate place where there's great possibility of contact with the target at-risk population.
8. Develop a rural resource guide for assigned ARAP catchment counties.
9. Build rapport with partnering ASOs (AIDS Service Organizations) and develop an appropriate referral process for ARAP.
10. Work closely with the ARAP Coordinator, and other personnel, for grant purposes, and Housing Department to ensure proper upkeep, leasing issues, and maintenance of ARAP units, if needed.
11. Successfully complete all certifications and trainings for ARAP, HIV testing, Drug testing, Targeted Case Management and Ryan White Case Management.
12. Be agency's liaison with Alabama Rural Coalition for the Homeless, including attending all meetings/conference calls and CoC meetings through One Roof.
13. Adhere to good data quality practices and assist in recording and reporting of any outcome measurements for related grant and agency reports.
14. Spend an average of 32 hours per week on ARAP-related duties, including (but not limited to) travel time, client linkage/referral, home visits/inspections, and outreach services. The remaining time will be spent completing all ARAP-related documentation such as monthly reports, client-focused tasks, making follow up calls, and confirming appointments for the upcoming weeks.
15. 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; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.
3. Cultural/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STIs) as well as impaired cognitive behaviors.

Overall Expectation

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. Employees 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