



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Position Available

# *Main Office Bilingual Social Work Case Mgr.*

Reports to	Main Office Social Work Coordinator
Minimum Requirements	<ul style="list-style-type: none"> <li>• Bachelor’s degree in social work or related field from an accredited college or university;</li> <li>• Proficient in all methods of both Spanish and English communication;</li> <li>• Strong computer and case management skills;</li> <li>• Reliable transportation, valid driver’s license good driving record, auto insurance, and proof of COVID-19 vaccination(s);</li> <li>• Must successfully complete pre-employment process.</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>• Master’s degree in social work or related field from an accredited college or university;</li> <li>• Currently licensed to practice Social Work in the state of Alabama;</li> <li>• Two or more years working with persons experiencing homelessness;</li> <li>• Two or more years working in housing with preference for Rapid Re-Housing experience;</li> <li>• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.</li> </ul>
Overall Mission	Responsible for providing community outreach, identifying eligible consumers and link them to community resources, provide consumers with decent and affordable housing resources, and provide client-centered case management to all eligible consumers.

### **Areas of Responsibility**

1. Provide case management services to a caseload of (primarily) Latinx consumers who seek services through the Main Office with a particular focus on individuals and their families who are at risk or experiencing homelessness. 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.
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 consumer load to assist in developing life skills necessary for successfully maintaining permanent housing as outlined in the case plan.
4. Provide outreach to potential landlords and manage relationships with landlords to ensure the greatest availability of safe, affordable housing to our clientele.
5. Provide after care support to consumers existing the program.
6. Complete and submit weekly billings and/or other reports on time.
7. Adhere to good quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
8. Manage temporary client-centered special projects and assignments as requested.
9. 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/Personnel, 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