



AIDS **Alabama**
Housing Is Healthcare

Job Description ~ Position Available

CoC Rapid Re-Housing Case Manager

Reports to	Ascension/Le Transclusive Coordinator
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; Reliable transportation, valid driver's license, good driving record, auto insurance, 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; Two or more years working a) with young people, b) with persons experiencing homelessness, c) in housing with preference for Rapid Re-Housing experience; 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 consumers with decent and affordable housing resources, and provide client-centered case management to all eligible consumers.

Areas of Responsibility

1. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility;
2. Build therapeutic, working relationships with consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan;
3. Develop housing plan with each consumer and implement including provision of housing search support and counseling through the housing process;
4. Provide outreach to potential landlords for Rapid Re-Housing, potential referral sources and support agencies to provide educational, vocational, social, health, mental health, etc. services to consumers;
5. Provide after care support to consumers exiting the program;
6. Complete and submit weekly billings and/or other reports on time including documentation of services provided;
7. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports;
8. Adhere to all Rapid Re-Housing Project's Policies, Procedures, and Guidelines;
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, 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