



AIDSAlabama
Housing Is Healthcare

JOB DESCRIPTION ~ OPEN POSITION

Le Transclusive Project Case Manager

Reports to	Le Transclusive/Way Station Coordinator
Minimum Requirements	<ul style="list-style-type: none"> • 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, auto insurance, safe driving record, and proof of COVID-19 vaccination(s); • Must successfully complete pre-employment process.
Preferred Qualifications	<ul style="list-style-type: none"> • 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 with preference for Permanent Supportive Housing; • Bilingual; • Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction; • People living with HIV, people of color, and LGBTQ people are highly encouraged to apply.
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 consumers who seek Permanent Supportive Housing services through Le Transclusive. Services to include, but not limited to, referral, intake assessment, case planning, linkage, service arrangement, monitoring, and support. Services are provided at the most appropriate location for consumers and include, but 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 consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan.
4. Develop, implement, and maintain housing plan and case plan with each consumer.
5. Provide outreach to potential landlords for the Le Transclusive Permanent Supportive Housing Project.
6. Provide after care support to consumers exiting the program.
7. Complete and submit weekly billings and/or other reports on time.
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 Le Transclusive Permanent Housing Project’s Policies, Procedures, and Guidelines.
10. 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 occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, 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

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that 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 in which 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