



Job Description ~  
Position Available  
***CALA Case Manager***



Reports to	Latinx Program Executive Director
Benefits Include	Zero cost for single/individual BCBS health; life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$35,016 - \$39,000, 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 Alabama driver's license, good driving record, acceptable auto insurance limits; proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Bilingual; One or more years working in case management with a) people living with HIV, b) LGBTQ+, c) immigrants, d) persons experiencing homelessness, e) substance abuse.
Overall Mission	Responsible for providing assistance to clients living with HIV, LGBTQ+ and community, identifying eligible consumers and link them to community resources, provide consumers with referrals for other outside resources, and provide client-centered case management to all eligible consumers; assist in community outreach.

**Areas of Responsibility**

1. Ensure documentation of a consumer's eligibility before providing any services and maintain required documentation for continued eligibility for Ryan White (RW) services and CALA services.
2. Coordinate intake for new clients, housing, transportation, food voucher, immigration assistance, eye glasses vouchers and utility assistance referrals with social workers and peers. Help to build the policies and procedures for CALA's case management.
3. Build working relationships with consumers to help them maintain the link to care and be undetectable, as outlined in the case plan.
4. Establish strong collaborations with other organizations to coordinate referrals for supportive services and partnerships.
5. Participate and assist CALA staff in outreach events and promote CALA services in the community.
6. Complete and submit weekly billing and/or other reports on time, including documentation of services provided.
7. Adhere to good data quality practices and assist in recording and reporting of any outcome measurements for related grant and agency reports.
8. Assist with maintaining CALA's social media.
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 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 English and Spanish languages.
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 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, 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