



**AIDSAlabama**  
Housing Is Healthcare

## Job Description ~ Open Position

### *Way Station Coordinator of Social Services*

Reports to	Director of Continuum of Care and Homelessness Prevention Programs
Salary Range	\$40,000 -- \$52,000, annually
Minimum Requirements	Bachelor's degree in social work or related field from an accredited college or university; Experience in rapid rehousing and supportive housing programs; Strong computer and case management skills; Valid AL driver's license, reliable transportation, 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 with persons experiencing homelessness; two or more years' experience in housing with preference for Rapid Rehousing and/or Emergency Shelter; bilingual; proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction; at least six months experience in a supervisory position.
Overall Mission	Ensure the Way Station Program works toward the mission of helping young adults experiencing homelessness through Emergency Shelter and Transitional Housing Programs.

#### **Areas of Responsibility**

1. Oversee all case management and clinical elements of The Way Station.
2. Provide supervision and guidance to The Way Station Case Managers and Peer Support Specialist to ensure that culturally sensitive and relevant services are provided.
3. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
4. Ensure that Case Managers are completing individualized housing case plans with each consumer, and case plans are updated according to consumer needs.
5. Provide outreach to potential landlords for the Way Station Rapid Rehousing component.
6. Complete and submit weekly billing and/or other reports on time.
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. Work closely with the Way Station Building Manager to promote success across the Way Station.
9. Build and maintain good working relationships with community partner agencies for the Way Station emergency shelter referrals.
10. Develop and supervise a 24/7 professional on-call system and provide back-up to on-call social workers.
11. Adhere to all Way Station policies, procedures, and guidelines.
12. Be present at all required agency functions.
13. Other duties as assigned.

#### **Work Environment**

1. Schedule: Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 50 lbs.; long periods of standing, stooping, bending, and sitting.
3. Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STIs), individuals with varying levels of cognitive and physical impairment, members of various racial/ethnic communities, as well as members of their family and support system.

#### **Overall Expectation**

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.**

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Employee's Signature

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Date

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Human Resources Signature

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Date