



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position

Community Employment Specialist

Reports to	Director of Homelessness Prevention and Administrative Director of Programs
Minimum Requirements	<ul style="list-style-type: none"> • Bachelor’s degree in Rehabilitation Science, Social Work, or related field; • Knowledge of federal, state, and community employment resources and disability services; • Strong computer and case management skills; ability to partner with clients to complete activities identified in case management plan; • Reliable transportation, valid driver’s license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); • Successfully complete pre-employment process.
Preferred Qualifications	<ul style="list-style-type: none"> • SOAR certified (if not already certified at the time of employment, the individual offered this position will be expected to become SOAR certified within 6 months of starting); • Two or more years working with or assisting individuals needing or pursuing employment; • Two or more years working with young people; • Two or more years working with persons experiencing homelessness; • Bilingual; • Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	To provide culturally competent outreach and connection to community-based resources necessary to support transition to and maintenance of stable housing. To empower clients to achieve personal goals related to independent living and employment in the community.

Areas of Responsibility

1. Engages clients and establishes trusting, collaborative relationships directed toward the goal of independent living and competitive employment in community job settings through individual assessments and case plan development.
2. Develops an individual employment and resource plan based on client’s needs and identified goals and adjusts the plan according to the client’s changing needs.
3. Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid,) and how they will be affected by employment in order for clients to make good decisions about employment opportunities. Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed.
4. Conducts job development and job search activities that are individualized to the interests and uniqueness of the people on his/her caseload.
5. Participates in weekly meetings to ensure all individuals associated with clients on his/her/their caseload are aware of Clients’ placement status.
6. Meets with clients within the week prior to their job start date and within three days after their job start date to help assess needs for the transition into employment and to access resources to meet needs.
7. Provides supported education, using principles like supported employment, for clients who express interest in education to advance their employment.
8. Builds employer partnerships and provides trainings in the community designed to advance employment opportunities for clients.
9. 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 independently mobile including climbing stairs, be able to read documents and respond to written communication, hear and understand the English language.

3. Cultural/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

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.

Employee's signature

Date

Human Resources signature

Date