



AIDSAlabama
Housing Is Healthcare

JOB DESCRIPTION: *Community Resource Specialist*

Reports to	ARAP Coordinator
Training & Requirements	At a minimum, a bachelor's degree in social work from an accredited college or university with some experience in a non-profit setting. Must have reliable transportation, valid driver's license, automobile insurance, and good driving record. Strong computer and case management skills required.
Overall Mission	Responsible for providing community outreach, identifying HIV positive consumers and link them to community resources provide consumers with decent and affordable housing resources and provide client-centered case management to all eligible ARAP consumers.

Areas of Responsibility

1. Ensure consumer eligibility prior to the provision of any services;
2. Provide case management, permanent housing placement, and supportive services to **all Alabama Rural AIDS Project (ARAP) eligible consumers in the following counties: Walker, Cullman, Blount, Chilton, Talladega, Calhoun, Clay, Randolph, Coosa, Tallapoosa, Chambers, Lee, Russell.** (Community Resource Specialist will be housed out of the Birmingham area.)
3. Communicate with other staff of the Programs Department regarding specific rural programs and/or activities;
4. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Case Management can include home visits and inspections at least once a month (more frequently if needed);
5. Receive rural consumer referrals from other Programs Department staff and visit each ARAP county at least once within grant year;
6. Participate in scheduled ARAP meetings/conference calls;
7. Build rapport with community agencies in the rural area such as healthcare focused events, S.A. treatment programs, homeless shelters, soup kitchens, health departments or any legitimate place where there's great possibility of making contact with the target at-risk population;
8. Develop a rural resource guide;
9. Build rapport with partnering AIDS Service Organizations and develop an appropriate referral process for ARAP;
10. Complete all certifications and trainings for ARAP, HIV Testing, Drug Testing, Targeted Case Management and Ryan White Case Management;
11. Be present at (minimum) one UWCA Ryan White case staffing annually;
12. Maintain good and regular case management documentation;
13. Be agency's liaison to the Alabama Rural Coalition for the Homeless, including attending all meetings/conference calls and COC meetings through One Roof;
14. Complete and submit all ARAP paperwork to ARAP Coordinator by the 10th of each month. Complete all HMIS entries by the 10th of each month;
15. Complete and submit weekly billings and/or other reports on time;
16. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports;

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17. Be present at all required agency functions;
 18. Spend an average of 32 hours per week on ARAP related duties; including but not limited to travel time, client linkage/referral, home visits/inspections and outreach services. The remaining time can be spent completing all ARAP related documents such as monthly reports, all client information, making follow up calls, confirming appointments for the upcoming weeks;
 19. Establish a strong, solid line of communication with the ARAP Coordinator and Administrative Director of Programs;
 20. 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 agency and communities;
2. Physical Requirements: May lift up to 50lb occasionally;
3. Safety/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 in person, and all other methods of communication, 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. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Participation in agency activities 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.

To be considered for this position, candidates must submit an online employment application – www.aidsalabama.org. Please, no phone calls or resumes without an online employment application.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date