



**AIDSAlabama**  
Housing Is Healthcare

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## **JOB DESCRIPTION**

### **AIDS Alabama**

### **Ascension Case Manager**

Reports to	Ascension/Rapid Rehousing Coordinator
Minimum Qualifications	<ul style="list-style-type: none"><li>• Bachelor's degree in social work or related field from an accredited college or university;</li><li>• Reliable transportation, valid driver's license, good driving record and automobile insurance;</li><li>• Strong computer and case management skills;</li><li>• Must pass background check and drug screen.</li></ul>
Preferred Qualifications	<ul style="list-style-type: none"><li>• Master's degree in social work or related field from an accredited college or university;</li><li>• Two or more years working with young people;</li><li>• Two or more years working with persons experiencing homelessness;</li><li>• Two or more years working in housing with preference for Rapid Re-Housing Experience;</li><li>• Bilingual;</li><li>• Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction.</li></ul>
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 ARAP consumers.

#### **Areas of Responsibility**

1. Ascension, borrowing from Advocates for Youth, expects staff to create a safe space in which all young people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human; and youth sexual development is recognized as normal. In such a space, all youth and young adults would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.
2. Ensure documentation of a youth consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility;
3. Build therapeutic, working relationships with youth consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan;
4. Develop housing plan with each youth and implement including provision of housing search support and counseling through the housing process;
5. Provide outreach to potential landlords for Ascension, potential referral sources, and potential support agencies to provide educational, vocational, social, health, mental health, etc. services to youth;
6. Provide after care support to youth exiting the program;
7. Complete and submit weekly billings and/or other reports on time;

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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. Be present at all required agency functions;
  10. Adhere to all Ascension Project's Policies, Procedures, and Guidelines; Procedures;
  11. 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; long periods of standing, stooping, bending, and sitting.
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 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.

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**AIDS Alabama is an equal opportunity employer**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature (or assigned designee)

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Date