



AIDSAlabama
Housing Is Healthcare

Open Position Available:
1917 Temporary Housing Program
(THP) Case Manager

Reports to	1917 THP Program Coordinator
Minimum Qualifications	<ul style="list-style-type: none">• Bachelor's degree in social work from an accredited college/university or human service related degree with at least one year work experience in case management;• Reliable transportation, valid driver's license, good driving record and automobile insurance;• Strong computer, organizational, and case management skills;• Must pass background check and drug screen.
Preferred Qualifications	<ul style="list-style-type: none">• Master's degree in social work or related field from an accredited college or university;• Current social work licensure;• Two or more years working with persons experiencing homelessness;• Two or more years working in housing with preference for Rapid Re-Housing experience;• Bilingual;• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for providing community outreach, identifying eligible consumers and linking them to community resources, provide consumers with decent and affordable housing resources, and provide client-centered case management to all eligible consumers.

Areas of Responsibility

1. Provide intensive case management services for clients;
2. Ensure documentation of a client's eligibility prior to the provision of any services and maintain required documentation for continued eligibility;
3. Build therapeutic, working relationships with consumers to assist in developing resources for successfully maintaining permanent housing as outlined in the case plan;
4. Develop, implement, and maintain housing plan and case plan with each client;
5. Provide outreach to potential landlords for 1917 Housing Project;
6. Provide after care support to clients exiting the program;
7. Provide life skills training (group and individual) to clients enrolled in the program;
8. Complete and submit weekly billings and/or other reports on time;
9. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports;
10. 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, individuals living with HIV/AIDS, individuals with varying levels of cognitive impairment, physical impairment, 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.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date