



AIDSAlabama
Housing Is Healthcare

JOB DESCRIPTION

AIDS Alabama

1917 Housing Project Coordinator

Reports to	Clinical Director
Minimum Qualifications	<ul style="list-style-type: none">• Bachelor's degree in social work or related field from an accredited college or university;• License to practice social work in Alabama;• Reliable transportation, valid driver's license and automobile insurance;• Strong computer 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;• License to practice social work in Alabama;• 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 link 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. Act as consultant and coordinator to other 1917 Housing Project case managers and assist with other 1917 Housing Project administrative duties as needed.
2. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
3. Build therapeutic, working relationships with 15-30 consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan.
4. Develop, implement, and maintain housing plan and case plan with each consumer.
5. Provide outreach to potential landlords for 1917 Housing Project.
6. Provide after care support to youth exiting the program.
7. Complete and submit weekly billings and/or other reports on time.
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. 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, the consumer’s family, and the agency.
2. Physical Requirements – May lift up to 50lbs occasionally; prolonged periods of standing, sitting, bending, and stooping.
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 Expectations

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