



AIDS Alabama
Housing Is Healthcare

JOB DESCRIPTION

AIDS Alabama Ascension/RRH Coordinator

Reports to	CoC 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, good driving record 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 young people;• 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, Positive Youth Development, 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 Ascension/RRH case managers and assist with other Ascension/RRH administrative duties as needed;
2. 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;
3. Ensure documentation of a youth consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility;
4. Build therapeutic, working relationships with staff to assist in developing life skills necessary for assisting youth exiting homelessness and successfully maintaining permanent housing as outlined in the case plan;
5. Serve as an alternate to provide case management on an as needed basis to assist staff in maintaining needed programmatic functions;
6. Develop strategies and methods as to provide a provision of housing search support and counseling through the housing process;

7. 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;
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. Adhere to all Ascension Policies, Procedures, and Guidelines;
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 consumers, the consumer’s family, and the Agency.
2. Physical Requirements – May lift up to 50lbs 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 in person, and through all other 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. Must be willing and able to complete all required 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. Establish strong and solid communication with the all employees and external business partners. 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.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date