



Job Description/Open Position
AIDS Alabama South
SOCIAL WORKER SUPERVISOR

Reports to	Executive Director
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in social work from an accredited college/university; • Social Work licensure; • Reliable transportation, valid driver’s license, automobile insurance, and good driving record; • Strong computer, organizational, and case management skills; • Excellent written and verbal communication skills; • Must pass background check and drug screen.
Preferred Qualifications	<ul style="list-style-type: none"> • Master’s degree in social work from an accredited college or university; • Prior nonprofit and management experience; • Two or more years working with persons experiencing homelessness; • Working knowledge of CareWare and Ryan White Part B funding; • Bilingual; • Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for providing client-centered case management to all eligible consumers, linking them to community resources, and provide consumers with decent and affordable housing resources.

Areas of Responsibility

1. Communicate effectively and inspire others to high performance; promote accountability; remove barriers; support others to be creative and action-oriented; anticipate needs before they appear.
2. Supervise social workers in a manner that supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity.
3. 40% to 50% of time as social work case manager and 40% to 50% supervising social work staff, preparing productivity reports, monthly grant reports, quarterly grant reports, and monthly billing reports for various funding sources. Other reports as necessary.
4. Ensure documentation of a consumer’s eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
5. Provide Case Management Services to the patients at the USA Family Specialty Clinic during clinic hours (per MOU), and Mobile area Ryan White consumers with HIV/AIDS who seek services through AIDS Alabama South.
6. Ensure all social workers have proper training and certifications.
7. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Services to be provided in the office, typically. Case Management can include home visits and inspections as needed.
8. Complete six (6) month reassessment of consumers on time as required
9. Facilitate applications for Ryan White Emergency Financial Assistance, Housing Opportunities for Persons with AIDS (HOPWA) rental/mortgage assistance and on-going services and provide supportive case management services that are long-range in nature as well as focused on resolving immediate crisis needs.
10. Run, prepare, and submit all monthly billing reports, including, but not limited to, Ryan White Program Services, HOPWA, Medicaid Targeted Case Management, Legislative Service Dollars, and all other reports for monthly services generated in the program department by social workers.
11. Supervise program department staff and ensure timeliness, and punctuality, schedule holidays, paid time off, and all other program staffing needs to assure work flow and the provision of services goes uninterrupted.
12. Incorporate productivity goals for each case manager and ensure maximum number of billing hours are reached.

13. Refer all homeless and imminently homeless consumers to appropriate external agency or internal program to address housing emergency.
14. Complete all certifications and trainings for Social Work Licensure, HOPWA, Post Test Education, HIV Testing, Drug Testing, Targeted Case Management and Ryan White Case Management.
15. Responsible for ordering drug tests to be used for consumer eligibility for federally funded housing programs, as well as maintaining accurate records of use.
16. Responsible for adhering to and implementing Ryan White Quality Improvement directives;
17. Conduct bi-annual consumer satisfaction surveys.
18. Coordinate and facilitate Positive Perspectives as scheduled.
19. Coordinate the Holiday Gift Project each year for clients and families.
20. Be on-call at main office, as scheduled, to greet consumers with appointments and for walk-in consumers.
21. Other duties as assigned.

Work Environment

1. Schedule – Work hours are full-time day shift but will 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 25lb, 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 Expectations

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama/AIDS Alabama South, 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/AIDS Alabama South 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 South is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date