



Job Description – Open Position
AIDS Alabama South
SOCIAL WORKER

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| Reports to | Social Work Supervisor and Executive Director |
| Minimum Qualifications | <ul style="list-style-type: none"> • Bachelor’s degree in social work from an accredited college/university; • Reliable transportation, valid driver’s license, good driving record and automobile insurance; • 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/university; • Current social work licensure; • 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. Ensure consumer eligibility prior to the provision of any services.
2. Provide Case Management Services to clients with HIV/AIDS who seek services through AIDS Alabama South.
3. 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. Case Management can include home visits and inspections as needed.
4. Complete six (6) month reassessment of consumers on time as required.
5. 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.
6. Treat staff and consumers with dignity and respect at all times.
7. Be present at at-least one UWCA (Birmingham) Ryan White case staffing annually.
8. 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. Some of these trainings are in Birmingham; some travel required.
9. Participate as part of the Program Treatment Team in staffing cases and solving program problems.
10. Complete and submit weekly billings and/or other reports on time.
11. Maintain excellent and consistent case management documentation.
12. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.

13. Coordinate and facilitate Positive Perspectives as scheduled.
14. Conduct HIV post-test education as necessary.
15. Be on-call at main office for walk-in consumers as scheduled.
16. 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 STIs) 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./AIDS Alabama South 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.

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 South is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date