



JOB DESCRIPTION AIDS Alabama Alabama Rural AIDS Project (ARAP) Coordinator

AIDS **Alabama**

Reports to	Grants Management Director
Training & Requirements	<ul style="list-style-type: none"> • Minimum of a bachelor's degree, a degree in Social Work from a CSWE accredited school preferred. • Must have a valid driver license, personal automobile insurance, good driving record. • Strong written, verbal, computer, organizational and community networking skills. • Experience giving public presentations, and possess a desire to learn about Housing and HIV issues. • Must be versatile and a self-starter.
Mission	To provide outreach to the public, identify HIV-positive consumers and work with the HIV population in particular in order to link consumers with appropriate, decent and affordable housing and prevent homelessness with a focus on residents of rural counties identified as being at high risk for HIV.

Areas of Responsibility

1. Provide administrative leadership and coordination to the Alabama Rural AIDS Project (ARAP) while serving as the Community Resource Specialist (CRS) for AIDS Alabama's specific ARAP grant service area.
2. Act as consultant and coordinator to four other Community Resource Specialists in Alabama. This includes leading monthly teleconferences and person-to-person meetings when needed.
3. Serve as liaison between CRSs, clients and landlords when needed. Assist CRSs with maintaining 13 ARAP TBRA, permanent supportive housing vouchers and providing rental deposit assistance to clients who are eligible.
4. Work closely with ARAP CRSs, AIDS Service Organizations and other statewide partners to identify potential ARAP clients needing permanent housing and supportive services, develop and maintain waiting lists for all ARAP housing.
5. Provide Outreach/Supportive Services to Walker, Blount, Calhoun, Talladega, Chilton, Coosa, Clay and Tallapoosa Counties re: HIV-positive testing, housing information, supportive services/case management, and permanent housing placement with ultimate goal of helping consumers improve housing stability.
6. Ensure access to Housing Opportunities for Persons with HIV/AIDS (HOPWA) for all HIV-positive consumers in the rural counties within AIDS Alabama's specific grant service area.
7. Help train new ARAP CRSs across the state.
8. Collect monthly CRS reports, including client data tracking forms, housing information reports, permanent housing placement reports, supportive services tracking, and HMIS consents. Enter all data into Homeless Management Information System by last day of the month. Monitor HMIS monthly entries from CRSs.
9. Assess all clients being referred for rental deposit to determine eligibility and approval.
10. Provide annual ARAP training as well as the scheduling of annual HOPWA training.
11. Track all grant outputs and outcomes of self and ARAP Project Sponsors and prepare a

monthly statewide report on outputs and data receipt to submit to supervisor to ensure timely grant deliverables are met.

12. Assist Grants Management Director and Administrative Director of Programs with any ARAP Annual Progress Report or Renewal Grant tasks.
13. Make site visits if needed for ARAP problem solving.
14. Work closely with HOPWA State Program to increase access for all ARAP counties.
15. Participate in One Roof and Alabama Rural Coalition for Homelessness (ARCH) Continuums of Care and encourage project sponsor's CoC participation.
16. Attend monthly Continuous Quality Improvement Committee meetings.
17. 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 and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

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