



AIDSAlabama
Housing Is Healthcare

JOB DESCRIPTION

AIDS Alabama

Continuum of Care (CoC) Director

Reports to	Executive Director
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in social work or related field from an accredited college or university; • Three or more years working with young people; • Three or more years working with persons experiencing homelessness; • Three or more years working in housing with preference for Rapid Re-Housing Experience; • 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; • Bilingual; • Proven application of Trauma Informed Care, Positive Youth Development, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Ensure that CoC and ESG Programs work toward the mission of helping individuals who are HIV-positive or at high risk of contracting HIV statewide to achieve the highest independence possible and to additionally work to prevent the spread of HIV.

Areas of Responsibility

1. Oversee all case management and clinical elements of AIDS Alabama’s CoC housing programs including housing case management, clinical judgment, referral, and crisis intervention.
2. Provide direct supervision to the Coordinators of AIDS Alabama’s Rapid Rehousing, Ascension, Transclusive, Le Project, the Way Station, and any other housing case management program that the agency implements. Le Project is currently managed by a main office social worker so collaboration and oversight of program dynamics will be necessary. Supervision of staff is not necessary.
3. Work closely with the Administrative Director and Clinical Director as a team to promote tenant success, maximum housing utilization, tenant retention, program goal attainment, and problem solving.
4. Provide and supervise needed data collection for the reporting on and renewal of all CoC housing grants.
5. Provide training to all Coordinators and staff of their assigned program, as needed.
6. Work collaboratively with the Administrative Director of Programs and Community Housing Grants Management Director to ensure that CoC and ESG reporting is carried out as frequently as required by the funding source.
7. Act as member of the Agency Management Team to provide leadership and support the work of the agency towards strategic goals.

8. Build and maintain good working relationships with all OneRoof CoC staff as well as staff members of all other housing programs staff members in the CoC.
9. Provide feedback by researching community needs and designing new programs to better meet the needs of consumers in the continuum.
10. Work closely with administrative staff to ensure that regular chart reviews are conducted and so that charts are in compliance with HUD/CoC requirements.
11. Ensure Program support in One Roof Continuum of Care and PromisAL HMIS activities.
12. Obtain and maintain highest level of licensure at the MSW level for Alabama.
13. Develop and supervise a 24-7 professional on-call system and provide back-up to on-call social workers.
14. 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 50lb 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 Expectation

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama 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. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. All employees are expected to perform in a mature, professional, business-like manner. Establish strong and solid communication with all levels of 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 is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date