



AIDSAlabama
Housing Is Healthcare

Open Position Available: *CoC Floating Case Manager*

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;• Reliable transportation, valid driver's license 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 the State of Alabama;• 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, 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. 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.
2. Provide case management services and back-up support to multiple agency housing programs that are included in the Birmingham area housing continuum of care. Housing programs include Rapid Rehousing, Permanent Supportive Housing, and a shelter for homeless individuals.
3. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
4. Provide life skills training to individuals receiving services as needed.
5. Build therapeutic, working relationships with 15-20 consumers to assist in developing life skills necessary for exiting homelessness and successfully maintaining permanent housing as outlined in the case plan.
6. Provide outreach to potential landlords for Rapid Re-Housing, potential referral sources, and potential support agencies to provide educational, vocational, social, health, mental health, etc. services to consumers.
7. Provide after care support to consumers exiting the program.
8. Complete and submit weekly billings and/or other reports on time including documentation of services provided.
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 Rapid Re-Housing Project’s 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 agency and communities.
- 2. Physical Requirements: May lift up to 75lb 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.

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AIDS Alabama is an equal opportunity employer

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date