



AIDSAlabama

JOB DESCRIPTION: *Intake/MISSION Case Manager*

Reports to	Living Well Program Coordinator
Minimum Qualifications	Bachelor's degree in Social Work; Current Social Work license, minimum LBSW; Experience providing services to individuals experiencing problems related to mental health, substance abuse, and homelessness; Must be comfortable working with consumers in various community settings; Reliable transportation, valid driver's license and automobile insurance, safe driving record; Basic computer skills; Must pass background check and drug screen.
Preferred Qualifications	MSW/LMSW strongly preferred; Ability to practice as a QSAP I in Alabama and experience completing ASAM assessments; Experience providing Trauma-Informed Care, Motivational Interviewing, and/or Harm Reduction services.
Overall Mission	To perform intakes and provide interim case management services for newly referred consumers at the Living Well Outpatient Center.

Job Specific

1. Schedule and complete the intake process for new referrals at the Living Well Outpatient Center;
2. Facilitate procurement of needed documentation for new consumers including psychiatric and medical records from past and current service providers;
3. Utilizing approved screening and assessment tools, accurately identify consumers' needs and communicate this information to the LWOC team to facilitate a smooth enrollment process;
4. Provide support, crisis intervention, de-escalation, and crisis prevention focused case management and community outreach services for consumers with immediate needs including, but not limited to, emergency shelter, substance abuse treatment, food, medication assistance, and clothing;
5. Provide ongoing case management services for a caseload of individuals with co-occurring mental health and substance use disorders to help them achieve increased stability and independence;
6. Provide individual and group vocational, educational, and recovery support services;
7. Attend and actively participate in all relevant program and agency meetings and events;
8. Accurately/timely complete all documentation and billing procedures as required by program standards;
9. Maintain close contact with other service providers, within the agency and the community, to promote the smooth integration of services with other providers;

10. The case manager will have a designated workspace at the Living Well Outpatient Center; however, they will spend a lot of time in the community meeting with/assisting clients and meeting with members of various community programs;
11. Adhere to all AIDS Alabama and Living Well Outpatient Center Policies and Procedures;
12. Other duties as assigned.

Work Environment

1. Schedule: Full time hours, will occasionally include evening/weekend hours depending on consumer and agency needs;
2. Physical Requirements: Must be able to travel to community sites to provide services as needed; may lift up to 50lb occasionally; prolonged periods of standing and/or 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. Outreach and service provision in varied environments.

Overall Expectations

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. 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 Living Well Outpatient Center Coordinator, Clinical Director, Executive Director, other 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