



AIDSAlabama  
Housing Is Healthcare

## Open Position Available: *Rapid Rehousing Admin. Support & Outreach*

Reports to	CoC Director
Minimum Qualifications	<ul style="list-style-type: none"><li>• Associate's degree in human services or related field from an accredited college or university;</li><li>• Reliable transportation, valid driver's license and automobile insurance;</li><li>• Strong computer and case management skills;</li><li>• Must pass background check and drug screen.</li></ul>
Preferred Qualifications	<ul style="list-style-type: none"><li>• Bachelor's degree in human services or related field from an accredited college or university;</li><li>• Two or more years working in administrative support positions;</li><li>• Two or more years working in housing services;</li><li>• Bilingual;</li><li>• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.</li></ul> <p>People living with HIV, people of color, and LGBTQ people are highly encouraged to apply.</p>
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. Act as assistant for Rapid Rehousing Programs and facilitate other project administrative duties as needed.
2. Provide outreach to potential landlords for the Rapid Rehousing Programs.
3. Ensure that ESG applications are received, processed, and payments are made.
4. Complete and submit weekly ESG billing reports and time.
5. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
6. Adhere to all AIDS Alabama's Policies and Procedures including the Rapid Rehousing Policies and Procedures.
7. Other duties as assigned.

### Work Environment

1. Schedule: Work hours are full-time; varies based on the needs of the consumers, 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, individuals living with HIV/AIDS (or other STI's), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

**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**

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Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature (or assigned designee)

\_\_\_\_\_  
Date