



**AIDSAlabama**  
Housing Is Healthcare

---

## Open Job Description

### *Main Office Social Worker*

Reports to	HOPWA Social Work Coordinator
Minimum Qualifications	<ul style="list-style-type: none"><li>• Bachelor's degree in social work or related field from an accredited college or university;</li><li>• Currently licensed to practice Social Work in the state of Alabama;</li><li>• Reliable transportation, valid driver's license and automobile insurance, as well as safe driving record;</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>• Master's degree in social work or related field from an accredited college or university;</li><li>• Two or more years working with persons experiencing homelessness;</li><li>• Two or more years working in housing with preference for Rapid Re-Housing Experience;</li><li>• Bilingual;</li><li>• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.</li></ul>
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 to a caseload of consumers who seek services through the Main Office with a particular focus on individuals and their families who are at risk or experiencing homelessness. Services to include referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Services are provided at the most appropriate location for clients and include but are not limited to the office and at a consumer's homes.
3. Ensure documentation of a consumer's eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
4. Build therapeutic, working relationships with consumer load to assist in developing life skills necessary for successfully maintaining permanent housing as outlined in the case plan.
5. Provide outreach to potential landlords and manage relationships with landlords to ensure the greatest availability of safe, affordable housing to our clientele.
6. Provide after care support to consumers exiting the program.
7. Complete and submit weekly billings and/or other reports on time.

- 
8. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
  9. Be present at all required agency functions.
  10. Adhere to all AIDS Alabama's Policies and Procedures.
  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 consumers, the consumer's family, and the Agency.
2. Physical Requirements – May lift up to 50lbs occasionally.
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 Expectations**

Represent the Agency on the phone, through the mail, and in person in a way that reflects the Agency's mission. Must be willing and able to abide by all Policies and Procedures (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, solid communication with the Administrative 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