



## Job Description ~ Open Position

### *Birmingham Comprehensive High-Impact Prevention (B-CHIP) Case Manager*

Reports to	Prevention Coordinator
Minimum/ Required Qualifications	Associates Degree; Effective verbal and written skills, be proficient in computer skills (including MS office programs), able to work flexible hours including some nights and weekends; Reliable transportation, good driving record, valid driver's license; Must pass drug and background screenings.
Preferred Qualifications	Bachelor's Degree; Experience with case management; Familiarity with resources for people living with HIV in Birmingham and surrounding areas; ties within the focus population.
Overall Mission	To provide primary and secondary prevention education and case management services to high risk-HIV negative individuals and individuals living with HIV/AIDS who reside in Jefferson County and surrounding municipalities. Identify effective and efficient means of marketing services to eligible persons in need.

#### **About the Agency**

AIDS Alabama was incorporated in 1986 with a mission to serve persons with HIV and to prevent the spread of HIV. The goals of our HIV/AIDS prevention outreach efforts are two-fold. One is to provide HIV/AIDS risk reduction information and early HIV testing to those not infected with HIV/AIDS but at risk, encouraging them to change behaviors that place them at risk for HIV/AIDS. The second goal is to provide ongoing support and resources to those already infected with HIV/AIDS that result in changing behaviors that may place others at risk for HIV/AIDS.

#### **Areas of Responsibility**

1. Facilitate CDC and B-CHIP program approved interventions;
2. Complete all required trainings for fulfillment of position duties;
3. Never provide counseling or services for which training has not been provided;
4. Understand resources of their community and partner organizations;
5. Administer Rapid HIV Testing in-office and at outreach events;
6. Follow standard pre-/post-test counseling procedures for all persons being tested for HIV;
7. Coordinate B-CHIP programs;
8. Facilitate testing initiatives in collaboration with existing testing projects;
9. Identify participants through referrals and recruitment efforts;
10. Identify and re-engage HIV-0positive individuals in medical care;
11. Provide linkage to support services for high risk HIV-negative and HIV-positive individuals;
12. Work closely with Jefferson County Health Department and Patient Navigators;
13. Identify and establish collaborative relationships in order to provide HIV/AIDS prevention education and services to persons living with HIV/AIDS;

14. Act as liaison between clients and care providers;
15. Provide data input for interventions;
16. Turn in all required documents on time to Project Coordinator;
17. Other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, able to read documents and respond to written communication, hear and understand the English language.
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 through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama/AIDS Alabama South 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

