



Job Description ~ Position Available *Interim Main Office Social Worker*

Reports to	Main Office Social Work Coordinator
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in social work or related field from an accredited college or university; • Currently licensed to practice Social Work in the state of Alabama; • Strong computer and case management skills; • Reliable transportation, valid driver’s license and automobile insurance, as well as safe driving record; • 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; • 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	This interim Social Work position will be 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. 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 consumers’ homes.
2. Ensure documentation of a consumer’s eligibility prior to the provision of any services and maintain required documentation for continued eligibility.
3. 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.

4. Provide outreach to potential landlords and manage relationships with landlords to ensure the greatest availability of safe, affordable housing to our clientele.
5. Provide after care support to consumers existing the program.
6. Complete and submit weekly billings and/or other reports on time.
7. Adhere to good quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
8. Other duties as assigned.

Work Environment

1. Physical Requirements: Prolonged periods of computer/telephone usage, standing, stooping, bending, and sitting; and the ability to lift up to 50 pounds.
2. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.
3. Schedule: Work hours are full-time and, occasionally, include nights and/or weekends; varies based on the needs of the consumers, the consumer's family, and the agency.

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.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date