



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available *Rapid Rehousing Admin. Support & Outreach*

Reports to	Director of Homelessness Prevention
Minimum Qualifications	<ul style="list-style-type: none">• Associate's degree in human services or related field from an accredited college or university;• Reliable transportation, valid driver's license and automobile insurance;• Strong computer and case management skills;• Must pass background check and drug screen.
Preferred Qualifications	<ul style="list-style-type: none">• Bachelor's degree in human services or related field from an accredited college or university;• Two or more years working in administrative support positions;• Two or more years working in housing services;• Bilingual;• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction. <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 Rapid Rehousing Policies and Procedures.
7. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. 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, and able to hear and understand the English language.

3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to 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. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any 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 where 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

