



**Job Description ~ Open Position:**  
**AIDS Alabama South**  
***ARAP Case Manager***

Reports to	Director of Programs
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$33,000 (limited experience) - \$41,016 (significant experience), annually.
Minimum Requirements	Bachelor's degree in social work (strongly preferred) and or a human services degree from an accredited college or university with at least one year work experience in case management; Strong computer, organizational, and case management skills; Reliable transportation, current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Skills	Master's degree in social work from an accredited college or university; Current social work licensure; Prior nonprofit experience; Two or more years working with persons experiencing homelessness; Working knowledge of CareWare and Ryan White Part B funding; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for providing client-centered case management to all eligible consumers, linking them to community resources, and providing consumers with decent and affordable housing resources.

**Areas of Responsibility**

1. Ensure consumer eligibility before the provision of any services.
2. Provide case management, permanent housing placement, and supportive services to **all HIV positive Alabama Rural AIDS Project (ARAP) consumers in Baldwin, Conecuh, Choctaw, Clarke, Covington, Monroe, Marengo, and Wilcox Counties** who seek services.
3. Provide case management and supportive services to consumers residing in **Escambia and Washington** Counties.
4. Develop rapport with community agencies in the rural area and create a community resource guide for the rural counties.
5. Refer all homeless and imminently homeless consumers from Mobile and/or Baldwin County to appropriate resources.
6. Be the agency's liaison to the Alabama Rural Coalition for the Homeless, including attending all meetings/conference calls.
7. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring, and support. Case Management can include home visits and inspections as needed.
8. Complete six (6) month reassessment of consumers on time as required.
9. Conduct HIV post-test education, as necessary.
10. Facilitate applications for Ryan White Emergency Financial Assistance, STRMU, and ongoing services, and provide supportive case management services that are long-range in nature as well as focused on resolving immediate crisis needs.
11. Complete all certifications and trainings for ARAP, Social Work Licensure, HOPWA, Post Test Education, HIV Testing, Drug Testing, Targeted Case Management, and Ryan White Case Management. Some of these trainings are in Birmingham; some require travel.
12. Complete and submit all billing and case notes within 24 to 48 hours after client encounter.
13. Complete all certifications and trainings for ARAP, HOPWA, Drug Testing, Targeted Case Management and Ryan White Case Management.
14. Be present for (at least) one UWCA Ryan White case staffing annually.

15. Attend housing, Ryan white, and social work conferences/trainings to continue educational growth and professional development.
16. Coordinate and facilitate Positive Perspectives as scheduled.
17. Assist in organizing the agency's foodbank.
18. Receive rural consumer referrals from other Programs Department staff.
19. Participate as part of the Program Treatment Team in staffing cases and solving program problems.
20. Work closely with the Director of Programs and the AIDS Alabama ARAP Coordinator and Housing Department to ensure proper maintenance of ARAP master leasing units.
21. Work closely with all departments, including HIV and HCV testing (this may include bodily fluids), outreach events, case management, financial assistance, housing, psychosocial support, and transportation.
22. Coordinate Outreach events with the Prevention Team in all rural counties to distribute agency and housing information to meet ARAP/HUD/HOPWA grant requirements.
23. Be on-call at the main office for walk-in consumers as scheduled.
24. Other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full-time, and occasionally 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 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 is expected to adhere to all AIDS Alabama 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 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 is an equal opportunity employer.**

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date