



AIDS **Alabama**  
Housing Is Healthcare

## Job Description ~ Position Available: *Admin. Assistant -- Social Work Main Office*

Reports to	Administrative Director of Programs
Salary Range	\$33,300 (limited experience) -- \$40,700 (substantial experience), annually
Minimum Requirements	High school diploma (or equivalent), plus one-year clerical experience; Strong attention to detail; Reliable transportation, valid driver’s license, good driving record, automobile insurance; and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Associates degree.

### Areas of Responsibility

1. Assist Main Office Social Work Coordinator screening all intake calls routing to appropriate department/staff in a timely manner.
2. Assist with all Service Reports and ongoing contract monitoring.
3. Maintain hardcopy consumer charts, complete filing, and retention/purging as required by federal regulations.
4. Provide audit support to the Administrative Director of Programs.
5. Assist Executive Director, Administrative Director of Programs, and Director of Grants Administration with administrative duties as assigned.
6. Maintain schedule of Main Office Social Work, record-keeping, and follow-up.
7. Ensure Main Office Social Work staff supplies are ordered and maintained.
8. Maintain organization of file room/charts and food pantry.
9. Participate in special projects as assigned.
10. Other duties as assigned.

### Work Environment

1. Schedule: Work hours are full time, and may 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 are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, 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.**

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Employee's signature

\_\_\_\_\_  
Date

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

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Date