



Job Description ~ Position Available: AIDS Alabama South *Prevention Grants Coordinator*

Reports To:	Director of Prevention
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	\$41,088 (limited experience) - \$49,008 (substantial experience), annually.
Minimum Requirements	High school diploma (or GED); One year professional or volunteer experience working in non-profit, public health, education, social work or related field; Strong computer skills with proficiency in Microsoft Office; Grant writing and reporting experience; Ability to manage multiple responsibilities within limited time constraints; Knowledge of client confidentiality policies and client rights per HIPAA; Reliable transportation, valid driver's license, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s). Must successfully complete and pass pre-employment process.
Preferred Qualifications	Bachelor's degree.
Overall Mission	The Prevention Grants Coordinator will coordinate the implementation, documentation, and reporting of AIDS Alabama South's prevention grants funded by ADPH, CDC, private foundations and donors, and other CBOs. This person will coordinate all functions of the Prevention department within these grants and with SHELL Health Services as they directly align with the deliverables of these grants. This person will ensure that opportunities for PrEP and HIV-related treatment, education, and services are provided to all members of the community through outreach, event planning, and program execution while guaranteeing all services provided are equitable.

Areas of Responsibility

1. Oversees and ensure the effective program development and implantation of AIDS Alabama South's partnerships with ADPH, CBOs, and other partners.
2. Assists the Executive Director and Director of Prevention leading the Prevention team in creating policies and procedures for grant programs and clinical services.
3. Works with appropriate personnel to complete monthly invoices and expenditure reports.
4. Completes all monthly prevention grant reporting.
5. Provides screening and decision support to individuals at risk for HIV, linking to PrEP/Pep healthcare or in other healthcare systems as appropriate.
6. Reduces barriers to obtain clinical care/services.
7. Assists the clinical team with individualized risk-reduction counseling and support as well as adherence strategies for targeted outreach interventions to optimize follow-up.
8. Assesses organizational readiness for implementation of PrEP/PEP care in SHELL Health.
9. Collaborates with key personnel at all levels of other services/health-related organizations to help develop infrastructure to provide PrEP care in-house and within the community.
10. Attends all required meetings and trainings as designed by ADPH, CBOs, and other partners.
11. Administers HIV and STI tests and provides results.
12. Provides stigma- and shame-free educational information and materials (condoms, brochures, and kits).
13. Determines Prevention grants-related on-site PrEP clinic, testing and event locations.
14. Coordinates, plans, and implements events.
15. Meets with the Director of Prevention regularly to ensure that all program deliverables are met.
16. Maintains Prevention Department's calendar of events.
17. Maintains connections and regularly collaborates with other organizations.
18. Assists with all outreach events particularly in rural areas and where minority members assemble in order to provide PrEP clinical services.
19. Conducts and documents outreach activities.

20. Develops and maintains contact with at risk groups, outreach in activities; uses these contacts as a conduit of information on HIV/AIDS/STIs and its prevention.
21. Assists the clinic front desk as needed, including filling in for front desk staff.
22. Stays abreast of changes in HIV/AIDS/STIs research, treatment, and prevention.
23. Completes all grant writing, submission, and reporting duties for Prevention programs, adhering to deadlines and working in collaboration with Prevention staff and leadership as needed.
24. Assists the Executive Director, Director of Clinical Services, and Director of Prevention as needed.
25. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and holidays. Some travel may be required.
2. Physical: May lift up to 50lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication; 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

Employees are expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Employees are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. 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 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 is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date