Job Description ~ Open Position:

**Homelessness Prevention Clerk**

<table>
<thead>
<tr>
<th>Reports to</th>
<th>Director of Homelessness Prevention</th>
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<tbody>
<tr>
<td>Benefits</td>
<td>Zero cost for single/individual BCBS Medical, Life, AD&amp;D, STD, and LTD; Cafeteria Plan (FSA &amp; DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off and Extended Leave, Fifteen recognized Holidays, and more.</td>
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<td>Hourly Pay Rate</td>
<td>$15.75 (limited experience) -- $17.25 (substantial experience).</td>
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<td>Minimum Requirements</td>
<td>High school diploma or equivalent; Office administration experience; Exemplary customer service skills in an office setting; Experience with a multi-line phone system; Current/valid driver’s license, auto insurance, and good driving record; Must successfully complete pre-employment screenings.</td>
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<td>Preferred Qualifications</td>
<td>Associate’s degree or Technical degree in relevant field; Data entry proficiency; Experience working with target population (individuals experiencing homelessness, HIV+, Serious Mental Illness and low income).</td>
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<td>Overall Mission</td>
<td>To utilize skills and knowledge related to administrative process to help AIDS Alabama assist people with HIV/AIDS statewide, to live the most independent and productive lives possible, and to prevent the spread of the disease.</td>
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**Areas of Responsibility**

1. Welcome and greet all incoming guest/clients.
2. Receive and route calls to appropriate staff.
3. Pick up mail and checks from main office.
4. Deliver and stamp outgoing mail.
5. Assist director and coordinators scheduling applicants for job interviews.
6. Assist with HIV lab tracking and recording for our applicable consumers.
7. Continuum of Care check requests.
8. Assistance with chart reviews and data collection/maintenance.
9. Update and maintain current copies of current electronic intake paperwork.
10. Receive donations, process, and maintain clothing closet.
11. Filing.
12. Other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full time, includes weekends; shifts vary based on the needs of the consumers, the consumer’s family, and the agency.
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.**

_________________________________________  ________________________________  
Employee’s signature  Date

_________________________________________  ________________________________
Human Resources signature  Date

TN/Staffing/JD/Programs//Homelessness Prevention Clerk 070623