



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position *Rehabilitative Day Program Instructor* - *JASPER House*

Reports to	JASPER House Program Coordinator
Benefits	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.
Hourly Rate of Pay	\$15.40 (limited experience) - \$18.27 (substantial experience), annually.
Minimum Requirements	High School Diploma (or equivalent); Experience providing instruction or facilitating group sessions in a mental health setting; 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 Qualifications	Bachelor's Degree; experience working with target population (HIV+, SMI, low income).
Overall Mission	To provide instruction and facilitation in the JASPER House Rehabilitative Day Program for adults diagnosed with a serious mental illness and living with HIV. To help JASPER House consumers achieve the highest degree of independence and stability possible.

Areas of Responsibility

1. Direct care and supervision of adult consumers with serious mental illness who are enrolled in Rehabilitative Day Program (RDP) services.
2. Plan and implement educational curriculums approved by the JASPER House Program Coordinator, to meet the consumers' individual needs, goals and interests using agency and community resources.
3. Provide thorough notes of all RDP sessions to provide to JASPER House Program Coordinator so that required documentation can be typed, signed by staff and consumers, and filed in consumer charts.
4. Drive agency vehicles as needed (transporting participants for community engagement, 1917 Peace-Meal activities, other events, etc.).
5. Participate in ongoing staff development and trainings as required by agency and the Alabama Department of Mental Health.
6. Use clinical insights, educational motivational techniques and commitment to excellence to promote growth in the RDP classroom.
7. Maintain appropriate records including participant goals, attendance records, teacher files, lesson plans consistent with classroom goals and objectives.
8. Treat all residents with respect and offer assistance as needed and appropriate.
9. Other duties as assigned.

Work Environment

1. Schedule – Work hours are full time; varies based on the needs of program.
2. Physical Requirements – May lift up to 50lbs; able to lift, climb stairs, sit, stand, stoop, and bend for long periods of time; read and respond to all methods of communication, and understand the English language.
3. Cultural/Environment – Must be comfortable working with individuals and/or family members experiencing homelessness, trauma, HIV (or other STIs), as well as those with impaired cognitive behaviors, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectation

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and

communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency functions, activities, testing events, and fundraisers is expected as necessary and requested. Be aware that 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