



Job Description ~ Open Position

Director of Programs

Reports to	Executive Director
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	\$55,000 (limited experience) - \$65,000 (substantial experience), annually.
Minimum Requirements	Bachelor's Degree in Social Work or related field from an accredited college with at least one year in a supervisory role; Experience in administration in a non-profit agency or equivalent; Working knowledge of Servicepoint and Ryan White Part B funding; Strong computer, data evaluation, reporting, and management skills; Valid AL driver's license, reliable transportation, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Master's Degree in Social Work from an accredited college or university with current Social Work licensure in Alabama; Prior non-profit and management experience; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for supervising Programs department staff; Providing community outreach, identifying eligible consumers and link them to community resources, provide consumers with decent and affordable housing resources, and provide client-centered case management to all eligible consumers.

Areas of Responsibility

1. Supervise program department staff: Social workers/case managers and Ryan White Services Coordinator in a manner that supports a productive, professionally competent workforce in an environment respectful of personal well-being and cultural diversity.
2. Ensure all program staff have proper training and certifications.
3. Manage administrative and programmatic aspects, including budgeting, reporting, and chart reviews.
4. Collaborate with AAI Program Directors to ensure all staff are training per funding requirements.
5. Track all Programs staff training and ensures compliance with funding partners.
6. Provide support and training to all Programs staff.
7. Provide outreach to community partners to determine training needs for agency staff.
8. Adhere to good quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
9. Coordinate and collaborate with Program Coordinators to determine the training needs of staff.
10. Responsible for the professional support and development of the agency's Program Coordinators, which includes monthly coordinator meetings, leadership-centered trainings, site visits as needed, management style coaching, etc.
11. Participate in the development of job duties/descriptions for Program staff and recruitment.
12. Participate in revision of policy and procedures for Program services.
13. Develop strategies and structures for consumer services performed by program staff to ensure the most efficient practices are being implemented while maximizing our impact and delivery of services requested.
14. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 50 lbs.; long periods of standing, stooping, bending, and sitting. Employees must be able to read documents, respond to written communication and able to hear and understand the English language.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STIs), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

Overall Expectation

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, Personnel/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