



**Job Description ~ Open Position:
AIDS Alabama South**

Community Outreach Medical Assistant

Reports to	Director of Prevention.
Benefits Include	Zero cost for single/individual BCBS health; life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$35,520 - \$40,008 (significant experience), annually.
Minimum Requirements	High school diploma (or GED); Hands-on experience in a setting that promotes avoidance of HIV and other high-risk behaviors, and collaboration with community-based entities; Reliable transportation, valid Alabama driver's license, acceptable auto insurance limits, safe driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Skills	Medical Assistant certification, Bachelor's degree, familiarity with NextGen EHR.
Overall Mission	To provide support to clinical and prevention staff of AIDS Alabama South in pursuit of its mission to increase health equity and access to HIV prevention methods, most specifically PrEP, to meet the goals of the statewide Ending the HIV Epidemic (EHE) plan.

Areas of Responsibility

1. Conduct HIV, STI and HCV testing in office and in a community based mobile and remote health setting.
2. Patient-specific:
 - a) Conduct sexual health risk assessment with patients; assess level of risk and appropriateness for PrEP.
 - b) Greet patients, obtains necessary demographic and financial information. Accurately enters information into computer system.
 - c) Navigate NextGen (sending registration text/email, correct icons, documenting as required).
 - d) Making sure patient information has been verified, before taking patients to a room.
 - e) Room patients, obtain vitals, patient history, reason for seeking care.
 - f) Maintain patient records confidentially; maintain required records, files, and forms in an organized manner and in accordance with HIPAA and other local, state, and federal guidelines.
 - g) Must be able to recognize and respond to emergency protocols.
 - h) Assess client's health insurance status, assist clients with insurance enrollment and patient assistance enrollments as needed to ensure access to healthcare and medication treatment.
 - i) Conduct blood draws and specimen collection for all necessary patient lab work.
 - j) Perform other duties to assist providers such as injections, phlebotomy, give meds, run labs as instructed, assist in sterile procedures.
 - k) Coordinate referrals to essential and supportive services identified during sessions with patients such as linkage to care, mental health or substance abuse counseling, primary care, HIV and Hep-C treatment, STI treatment, case management, support or social groups, etc.
3. Maintain clinical standards as set by Director of Clinical Services.
4. Complete specialized training specific to HIV clinical services and prevention programs' design, implementation, and behavior change theory application.
5. Assist in Community outreach and education to raise awareness about HIV, STIs, PrEP, and availability of program services.
6. Assist with the care and scheduling of maintenance of Mobile Testing Unit and Clinical RV.
7. Utilize agency's Mobile Testing Unit and Clinical RV including packing materials, cleanliness, and, occasionally, maintenance.
8. Partner and assist with prevention, outreach, and programs departments as needed.
9. All other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and 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, 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