



Position Description

MEDICAL ASSISTANT

Incumbent	Open
Functional Title	AALS Medical Assistant
Supervisor	Director of Clinical Services
Department	Prevention Education
Hourly Rate	\$16.50 to \$18.50
Location	Mobile, Alabama
FLSA Designation	Nonexempt

Duties and Responsibilities

The primary purpose of this position is 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, specifically PrEP, to meet the goals of the statewide Ending the HIV Epidemic (EHE) plan.

1. Provide HIV, STI, and HCV testing during clinic hours.
2. Support HIV treatment and medication adherence services, including preparing patients for initial and follow-up HIV treatment adherence visits, obtaining required information, coordinating laboratory testing, and communicating patient needs to the medical provider.
3. Conduct sexual health risk assessments and assist with identifying patients who may benefit PrEP and PEP services.
4. Greet and register patients, verify demographic, insurance, financial, and contact information, and accurately document information and accurately enter/update patient information in NextGen, CAREWare, HEDIS, and other required systems.
5. Room patients, obtain vital signs, medical and medication history, allergies, and reason for visit.
6. Perform phlebotomy, blood draws, specimen collection, processing, and preparation of laboratory specimens for required testing.
7. Perform point-of-care testing and other laboratory procedures.
8. Assist medical providers with patient care, including administering injections and medications as authorized, preparing patients for procedures, and assisting with clinical procedures.
9. Support PrEP, PEP, HIV treatment, STI treatment, and other medication adherence services, including follow-up laboratory needs and coordination with the provider.
10. Assist patients with insurance verification, medication assistance programs, and other resources necessary to support access to treatment and medications.
11. Coordinate referrals and linkage to appropriate services, including HIV care, primary care, mental health and substance use services, case management, supportive services, and other community resources.
12. Maintain accurate and confidential patient records, laboratory documentation, consent forms, and other required clinical documentation in accordance with HIPAA and applicable federal, state, and organizational requirements.
13. Recognize urgent and emergency situations, and follow established clinic emergency and safety protocols.
14. Maintain clinical and testing areas, including appropriate infection-control practices, stocking exam rooms, monitoring supplies, and ordering or replacing testing and clinical supplies, as directed.

15. Collaborate with SHELL Health providers and AIDS Alabama South's departments to support HIV prevention, HIV treatment adherence, STI/HCV services, PrEP/PEP services, linkage to care, and continuity of patient care.
16. Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time, including occasional nights and weekends
- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 50 pounds

Minimum Qualifications

- High school diploma (or equivalent)
- Experience implementing or coordinating programming that promotes avoidance of HIV and other risky behaviors, and collaboration with the community-based entities

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.