



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available: *HOPWA Clerk*

Reports to	Director of Grants Management; substantial interaction with CFO.
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$33,000 (limited experience) -- \$40,000 (significant experience), annually.
Minimum Requirements	High School Diploma (or equivalent) plus one-year data entry/billing experience; Strong attention to detail; Reliable transportation, valid AL driver's license, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	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).
Overall Mission	To utilize skills and knowledge related to administrative process and 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.

Areas of Responsibility

1. Ensure all HIPAA information is redacted before submitting the documentation to the CFO/Operations.
2. Participate in HUD-related trainings and webinars, as needed.
3. Work collaboratively with the HOPWA staff to ensure all reporting and documentation is completed and filed.
4. Receive and route calls to the appropriate staff.
5. Perform as backup for the Main Office Receptionist, as needed.
6. Assist Directors and Coordinators with scheduling appointments and interviews.
7. Assist with chart reviews and data collection/maintenance.
8. Maintain hardcopy consumer charts, complete filing, retention/purging, and organization of the file room as required by federal guidelines.
9. Provide audit support to Programmatic Staff.
10. Assist the Executive Director and Director of Grants Administration with administrative duties as assigned.
11. Ensure HOPWA staff supplies are ordered and maintained.
12. Participate in special projects as assigned.
13. Other duties as assigned.

Work Environment:

1. Schedule: Work hours are full-time, and may 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 able to climb chairs, 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