



Job Description ~
Position Available
CALA Admin. Assistant
(Part Time)



Reports to	Latinx Program Coordinator.
Hourly Rate of Pay	\$15.50 (limited experience) - \$17.00 (well-versed), per hour.
Minimum Requirements	High school diploma (or equivalent); Excellent verbal communication; Bilingual (English and Spanish); Ability to work well with others; Strong computer skills; Safe driving record, valid Alabama driver's license, reliable transportation, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Associates degree; Data entry experience; Understanding and ability to work with persons experiencing homelessness and living with HIV, LGBTQ, and immigrant community.
Overall Mission	Provide administrative assistance to CALA projects, staff, and clients. Supportive/wrap-around services to program participants for referrals, scheduled appointments, data entry, reports, and services.

Areas of Responsibility

1. El Centro de Acceso para Latinos de Alabama (CALA) expects staff to create a safe space where all clients, staff, volunteers, and collaborators are valued, respected, and treated with dignity and equality.
2. Ensure documentation of clients for the provision of any services and maintain required documentation for continued eligibility.
3. Maintain data entry of services, referrals, and language services provided to all clients and community members.
4. Develop monthly reports for CALA staff and grant reports.
5. Provide services through the phone for clients and interpretation to coordinate appointments, transportation and follow-up with referrals from other agencies.
6. Provide support for Somos Nosotros, REAL, and outreach activities.
7. Complete and submit weekly billings and other reports on time or as needed.
8. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements in the CALA software program and RW programs for related grant and agency reports.
9. Other duties as assigned.

Work Environment

1. Schedule: Work hours are part time; may include some evenings and/or weekends; varies based on the needs of the agency and communities.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand the English and Spanish 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

Represent the agency through all methods of communication in a way that reflects the agency’s mission. 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. 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 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

