AIDSAlabama
Housing Is Healthcare

Position Description

RESIDENT ADVOCATE

Incumbent	Open
Functional Title	JASPER House Resident Advocate (Part Time)
Supervisor	JASPER House Program Coordinator
Department	Programs/Clinical
Hourly Rate	$15.00
Location	Birmingham, Alabama
FLSA Designation	Nonexempt

Duties and Responsibilities

The primary purpose of this position is to provide support and assist AIDS Alabama in obtaining and maintaining the most productive operations possible.

1. Provide resident supervision while on duty to ensure safety and client rights.
2. Provide basic living training to residents as planned and needed and complete BLS progress notes appropriately.
3. Provide supervision and support to residents during routine facility-based activities (dining, etc.) as well as agency scheduled outings. This also includes helping with Rehabilitative Day and 1917 Peace-Meal program groups and activities, as scheduled.
4. Treat all residents with respect and offer assistance as needed and appropriate.
5. Help make transportation arrangements for resident appointments.
6. Supervise visitors.
7. Practice Managing Crisis Safely behaviors to create a calm and safe atmosphere and resolve conflicts.
8. Submit unusual occurrence reports for all incidents/accidents to supervisor.
9. Report absences (‘call-ins’) to appropriate department head at least two hours before beginning of scheduled shift weekdays, and at least three hours prior to beginning of scheduled shift.
10. Attend departmental and staff meetings as directed or called.
11. Perform specific tasks in accordance with daily work assignments.
12. Must be able to pass and maintain the Medication Assistance Certification to maintain employment. (Training and test provided by AIDS Alabama.)
13. Must attend annual Medication Assistance Update Training and agency required annual trainings.
14. Must attend mandatory quarterly MAC meetings with JASPER House Nurse.
15. Must abide by MAC and DNP guidelines in assisting residents with medications and medical treatments and complete medication administration records (MAR) as supervised, reporting medication errors and perceived medical problems of residents to supervisor and MAC Nurse as soon as possible.
16. Assist the MAC Nurse with MAR monitoring for correctness.
17. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner.
18. Report all hazardous conditions or equipment to the supervisor or Housing Director as soon as possible.
19. Follow established fire safety policies and procedures.
20. Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
21. Inspect client rooms for cleanliness as directed.
22. Assure that the laundry area is maintained in a clean, safe, and sanitary manner.
23. Wear protective clothing and equipment when handling infectious waste.
24. No sleeping while on duty.
25. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work Monday - Friday and weekends
- 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)

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.