



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position *Human Resources Employment Advocate*

Reports to	Director of Operations.
Salary Range	\$33,000 -- \$41,000, annually.
Benefits	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.
Minimum Requirements	High School Diploma (or equivalent); Bachelor’s degree or equivalent experience in health care or related field; Basic knowledge of employment law including HIPAA compliance; Self-starter, detail-oriented, high energy, and exemplary communication skills; Reliable transportation, current/valid driver’s license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	PHR Certification.

### Areas of Responsibility

1. Post/maintain positions on various websites.
2. Assist with new hire paperwork, including onboarding; all agency required new hire and annual trainings.
3. Assist HR and hiring managers prepare office space, all needed equipment, and supplies for new hires.
4. Collect, compile and interpret interview notes/results to help HR, Director of Operations, and hiring managers.
5. Filing.
6. Other duties as assigned.

### Work Environment

1. Schedule – Work hours are full time; varies based on the needs of the department and agency.
2. Physical Requirements – May lift up to 50lbs; long periods of standing, stooping, bending, climbing stairs, reading and responding to all methods of communication, and understanding the English language.
3. Cultural/Environment – 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 Expectation

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. 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