

## Job Description ~ Open Position: *Programs Coordinator - Main Office*

Reports to	Director of Programs
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$47,016 (limited experience) - \$57,000 (substantial experience), annually
Minimum Requirements	Bachelor degree in social work from an accredited college or university; Licensed-eligible to practice social work in the state of Alabama; Limited working knowledge of/experience with: a) Ryan White Part B Services, b) Ryan White Emergency financial assistance, c) utilizing HMIS and RW Service Point, d) completing RW eligibility assessments, e) HOPWA funds or HOPWA-funded programs; Exemplary communication skills including verbal, written, and electronically; Strong case management and organizational abilities; Reliable transportation, current/valid Alabama driver license, acceptable auto insurance limits, good driving record, and proof of COVID vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Master's degree in social work or related field from an accredited college or university; Supervisory experience; Two or more years working with persons experiencing homelessness, and housing case management; Documented, extensive knowledge of/experience with: a) Ryan White Part B Services, b) Ryan White Emergency financial assistance, c) utilizing HMIS and RW Service Point, d) completing RW eligibility assessments, e) HOPWA funds or HOPWA-funded programs.

### Areas of Responsibility

1. Maintain caseload for consumers who are also employed by the agency that require Emergency Financial Assistance.
2. Daily review of consumer services assignments to the Main Office Social Work team and Ryan White Psychosocial Support Workers.
3. Monthly Staffing for PSS workers to determine services discharge, SW intervention or other required collaboration or intervention by PSS to complete identified consumer goals.
4. Provide consumer service assignments to the Main Office Social Work team and Ryan White Psychosocial Support Workers in the absence of the Main Office Administrative Assistant.
5. Oversee and coordinate the referral processes for AAI services (internally and externally) by ensuring the referral form is updated as needed, reviewing the referral form tracking processes for any updates or changes, and being point of contact for resolution to any issue experienced by a referring party.
6. Conduct and provide supervision and professional development to social work staff.
7. Collaborate with all program departments to ensure completion of RW assessments, Review Ryan White Eligibility and confirm compliance with Ryan White Eligibility standards.
8. Conduct annual Ryan White and AAI Housing services training for agency social work and case management staff.
9. Develop working relationships with other CBOs and ASOs in and outside the metro areas that will lead to client referrals.
10. Review and approve all Ryan White financial applications and check requests.
11. Coordinate Ryan White Check Request internal tracking systems by completing an audit of staff Check Request logs monthly.
12. Conducting review of quarterly chart audits findings and providing an in-service/plan for staff to make necessary changes or improvement as it relates to identified areas need.
13. Collaborate with Ryan White Coordinator to ensure all Ryan White and Medicaid audits are completed in a timely manner.
14. Will facilitate quarterly HOPWA programs meeting to identify growth, review of waitlist, program needs,

- policy updates and revision and gaps in the services or processes, STRMU processes and time frames for completion of service, development of training materials as needed, etc.
15. Complete and submit weekly billings and/or other reports on time.
  16. Provide crisis intervention methods as needed to assist social work staff with critical cases.
  17. Review, staff and assess general eligibility, and reasonability for FAC submissions before submitting them to be considered for approval by the FAC committee.
  18. Provide FAC reporting and presentation for submissions to the Financial Assistance Committee (FAC) this will include a touch point with accounting to check availability of Broadway Cares and Legislative funding sources.
  19. Participate in all necessary agency or external training related to the enhancement of social work skills and understanding of funding sources.
  20. Supervise and coordinate on-the-job training for interns and student social work placement.
  21. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
  22. Review applications for Social Work or Psychosocial Support vacancies and execute all function related to the hiring process assigned by the Human Resources Department.
  23. Complete annual report that summarizes findings of the internal tracking systems including identifying number of unduplicated consumers services by the department, identifying service most requested, identifying initial contact time frames, and plan for increasing unduplicated consumer services for the following year.
  24. Assist with coverage as needed.
  25. Other duties as assigned.

### **Work Environment**

1. Schedule: Work hours are full time, and 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 stairs, able to 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, Personnel/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