



**AIDSAlabama**  
Housing Is Healthcare

## Job Description ~ Position Available: *Rehabilitative Day Program Coordinator* – *JASPER House*

Reports to	JASPER House Program Coordinator
Minimum Requirements	Bachelor’s degree in Social Work and LBSW; Two years of experience providing mental health services; Valid Alabama driver’s license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	MSW; LMSW; Experience working with target population (HIV+, SMI, low income); MAC certified; People living with HIV, people of color, and LGBTQ people are highly encouraged to apply.
Overall Mission	To coordinate the JASPER House Rehabilitative Day Program for adults diagnosed with a serious mental illness and living with HIV. To help JASPER House consumers achieve the highest degree of independence and stability possible.

### Areas of Responsibility

1. Participate in JASPER House admissions and the treatment planning process to ensure that consumers receive services that meet their individual needs and goals;
2. Develop and oversee implementation of the RDP schedule, ensuring the curriculum is relevant to consumers’ treatment plan goals;
3. Ensure completion of all RDP documentation including group notes, sign-in sheets, and weekly progress notes for each consumer;
4. Compile RDP progress notes for each consumer weekly, noting individualized progress towards goals, participation, and new issues arising;
5. Ensure that documentation is compliant with program standards and that it is completed and filed in each consumer’s chart weekly;
6. Responsible for compiling and submitting weekly billing for each resident for all JASPER House mental health programming including RDP, nursing, and residential services;
7. Attend and participate fully in JASPER House and other assigned clinical treatment team meetings;
8. Work as a member of the JASPER treatment team and maintain excellent working relationships with all agency and program staff;
9. Work closely with JASPER House Coordinator to coordinate consumer daily activities;
10. Assume leadership responsibilities when JASPER House Coordinator is unavailable or absent;
11. Act as a member of Process Improvement Committee and ensure the Quality Assurance Reporting system is functional;
12. Maintain an excellent working relationship with community organizations providing resources to JASPER House consumers;
13. Other duties as assigned.

### Work Environment

1. Schedule – Work hours are full-time day shift but will occasionally include nights and/or weekends; varies based on the needs of the consumers, the consumer’s family, and the agency.
2. Physical Requirements – May lift up to 50lb, occasionally; prolonged standing, bending, stooping, and sitting. Employee must be mobile including climbing 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 Expectation**

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama Procedures, and Guidelines (including, but not limited to, Human Resources/ Personnel, 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/AIDS Alabama South 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.**

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Employee’s signature

\_\_\_\_\_  
Date

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Human Resources signature

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Date