



**Job Description ~ Open Position:**  
**AIDS Alabama South**  
*Programs Administrative Assistant*

Reports to	Director of Programs
Benefits Include	Zero cost for single/individual BCBS health; life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$34,008 (limited experience) - \$40,008 (significant experience), annually.
Minimum Requirements	High School Diploma/GED; Proficiency with Microsoft Office; One-year clerical experience; Strong attention to detail; Current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Associate's degree or relevant certification.
Overall Mission	To provide administrative support to lead the agency in its mission to devote its resources statewide to helping those affected by HIV/AIDS live healthy, independent lives and prevent the spread of the disease.

**Areas of Responsibility**

1. Responsible for greeting guests of the agency and answering the agency's incoming calls. Is proficient with programming the telephone and messaging systems.
2. Assist Main Office Social Work Coordinator screening all intake calls routing to appropriate department/staff in a timely manner.
3. Maintain hardcopy consumer charts, complete filing, and retention/purging as required by federal regulations.
4. Provide audit support to the Director of Programs and Ryan White Services Coordinator.
5. Assist Executive Director and Director of Programs with administrative duties as assigned.
6. Maintain a schedule of Main Office Case Managers, record-keeping, and follow-up.
7. Maintain organization of file room/charts.
8. Participate in special projects as assigned.
9. Collect and distribute agency mail.
10. Ensure that all office supplies are inventoried, ordered, stocked, readily available when needed, and tracked for most efficient use, and to prevent waste.
11. Ensure office equipment (i.e., copiers, fax, security, and computer system) is maintained in good working order with ready access to needed supplies and maintenance/repair services for such equipment.
12. Other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full time and may occasionally include nights and/or weekends; varies based on the needs of the client, the client's family, and the agency.
2. Physical: May lift up to 50 lb. occasionally; prolonged 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.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date