



**Job Description ~ Open Position**  
**AIDS Alabama South**  
*Director of Programs*

Reports to	Executive Director
Salary Range	\$55,000 -- \$65,000, annually
Minimum Requirements	Bachelor’s Degree in Social Work or a related field from an accredited college with at least one year in a supervisory role; Experience in administration in a non-profit agency or equivalent; Working knowledge of CAREWare, Servicepoint, and Ryan White Part B funding; Strong computer, data evaluation, reporting and management skills; Reliable transportation, valid driver’s license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Master’s Degree in Social Work from an accredited college or university with current Social Work licensure in Alabama; Prior non-profit and management experience; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.

**Areas of Responsibility**

1. Supervise program department staff: social workers/ case managers, Ryan White eligibility specialist, food bank coordinator, and van driver in a manner that supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity.
2. Ensure all program staff have proper training and certifications.
3. Manage administrative and programmatic aspects of the program, including budgeting, reporting, and chart reviews.
4. Oversee the day-to-day functioning of the Programs Department.
5. Assist with preparation and submission of all monthly billing reports; Ryan White Program Services, HOPWA, Medicaid Targeted Case Management, and all other reports for monthly services generated in the program department.
6. Oversee implementation and participate in CQI meetings for the Continuous Quality Improvement (CQI) Committee that reviews Ryan White and Medicaid services.
7. Oversee ongoing quality management activities and integration quality improvement.
8. Identifies, builds, and maintains relationships with community partners, identifying opportunities for new community sites and community partners.
9. Tracks deliverables for assigned program(s) on a regular basis, ensuring compliance with grant and departmental requirements.
10. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
11. Coordinate and facilitate “Positive Perspectives” as scheduled.
12. Review and approve Social Workers’/Case Managers’ case plans, case notes, and other documentation as needed.
13. Assist with recruiting, interviewing, hiring process, training of eligible candidates for open positions within AALS Programs Department.
14. Assist people living with HIV with medical case management, connect them with the SHELL Clinic, when applicable, and help clients complete and process applications for Alabama’s AIDS Drug Assistance Program (ADAP).
15. Perform client intakes, updates, six-month reviews, and complete applications for Case Management through Ryan White Part B Servicepoint for ADAP/HPAL/Blue RX.
16. Coordinate the Holiday Gift Project annually for clients and families.
17. Assist with data collection, evaluation, and reporting across AIDS Alabama South programming.
18. 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 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 Expectations**

All employees are expected to represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama Policies, 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 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

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

\_\_\_\_\_  
Date