



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Position Available: *Ryan White Services Coordinator*

Reports to	Executive Director
Salary Range	\$37,350 (limited experience) -- \$45,650 (substantial experience), annually
Minimum Requirements	Bachelor's degree in Social Work or Public Health, or significant experience in Process Improvement and Ryan White programs; Strong attention to detail; Reliable transportation, valid driver's license, good driving record, automobile insurance; and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Previous supervisory experience; Master's degree in Social Work or Public Health.
Overall Mission	To utilize skills and knowledge to help AIDS Alabama assist people with HIV/AIDS statewide.

### Areas of Responsibility

1. Study and understand the history, structure, objective, programs, and financial needs of AIDS Alabama as they relate to the Ryan White Program.
2. Work closely with Director of Development and Director of Grants Management to develop proposals, write grants, gather supporting documentation, and submit requests granting agencies in a timely manner, meeting all agency guidelines/requirements, and complying with all applicable laws, regulations, policies, and procedures.
3. Ensure quality, accuracy, and completeness of all submitted proposals and supporting documentation as it relates to Ryan White funding and service delivery.
4. Research opportunities for additional funding streams within the Ryan White Program.
5. Collaborate with all AIDS Alabama departments to ensure Ryan White services are reaching target populations and effectively supporting the needs of Ryan White eligible consumers.
6. Ensure all Ryan White required reports are completed and submitted according to funding source guidelines.
7. Manage quarterly Continuous Quality Improvement (CQI) meetings in order to track and assess program improvements/needs, consumer outcomes and satisfaction as it relates to Ryan White service delivery.
8. Actively participate in regular grant track meetings to ensure appropriate spending and allocation of Ryan White funds.
9. Establish programmatic quality improvement action plans which support best quality of service and expansion of agency.
10. Provide direct supervision to Ryan White Eligibility Specialist and Main Office/Ryan White Administrative Assistant.
11. Attend all Ryan White specific trainings, meetings, and committees.
12. Other duties as assigned.

### Work Environment

1. Schedule: Work hours are full time, and may 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**

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, 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

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Human Resources signature

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Date