



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available: *Medication Assistance Supervising Nurse* *- JASPER House*

Reports to	Clinical Director
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$58,000 (limited experience) -- \$70,000 (substantial experience), annually.
Minimum Requirements	Must possess nursing licensure; Current Alabama Driver's License, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s). Must successfully complete pre-employment process.
Preferred Qualifications	Previous experience working with special populations such as people with HIV/AIDS or mental/intellectual disabilities; MAS certified; Supervisory experience.
Overall Mission	Help AIDS Alabama devote its energies supporting those living with HIV/AIDS live the most productive and successful life possible and helping prevent the spread of the disease.

Areas of Responsibility

1. Obtain ADMH certification to become the JASPER House Medication Assistance Supervising Nurse (MAS nurse) in its Delegation Nursing Program (NDP).
2. Provide linkage and training for all JASPER House Resident Advocates (RAs) to obtain and maintain MAC (Medication Assistance Certified) credentials.
3. Provide clinical nursing supervision of all MAC and NDP activities. This includes 24/7 on-call MAS Nurse consultation.
4. Supervise and provide guidance/training to all RA staff in relation to MAC duties.
5. Ensure all nursing assessments and new medication assistance assessments of consumers are completed per NDP standards. Ensure all assessments are updated yearly or as medical issues arise in accordance with NDP guidelines.
6. Ensure all consumer medications are ordered, stored, administered, and monitored according to NDP and ADMH standards.
7. Coordinate all medical aspects of care for JASPER House consumers and provide nursing case management as appropriate for consumer medical needs.
8. Collaborate with JASPER House Coordinator, JASPER House Food Services Manager, and 1917 Clinic staff to ensure consumers are receiving appropriate, healthy meals and participating in healthy activities as part of the 1917 PeaceMeal Project.
9. Provide health education sessions with consumers of JASPER House and the Rectory/Living in Balance Chemical Addiction Program (LIBCAP) bi-weekly.
10. Participate in meetings between AIDS Alabama and the 1917 Clinic and provide ongoing feedback, monitoring, and recommendations in relation to the health needs of the JASPER House and Rectory consumers.
11. Ensure all incidents, including medication errors, are reporting to PI staff, NDP, and ADMH immediately through Performance Improvement processes.
12. Create, revise, and update all consumer Medication Administration Records (MAR) according to NDP standards and monitor to ensure MAC workers are documenting correctly.
13. Ensure all JASPER House consumers have consultation forms completed for medical appointments.
14. Assist the Medical Director with routine psychiatric screenings of JASPER House consumers, provide psychotropic medication counseling to consumers, ensure AIMS assessments are complete, consultation forms are complete, and all MD orders are implemented according to NDP standards.
15. Participate in scheduled treatment team meetings.
16. Provide medication administration and monitoring sessions with consumers of JASPER House. Ensure these services are properly documented, tracked, and billed per NDP and AMDH standards.
17. Participate in quarterly Performance Improvement meetings.

18. Act as the Infection Control Coordinator for the Safety Committee within the structure of the Exposure Control Plan.
19. Partner with HR to track and implement TB testing for all staff.
20. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and holidays. Some travel may be required.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting; able to climb stairs; 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.

Employee’s signature

Date

Human Resources signature

Date