



AIDS **Alabama**
Housing Is Healthcare

Job Description ~ Position Available

Administrative Assistant -- Campus

Reports to	Clinical Director, JASPER House Program Coordinator, LIBCAP (Living in Balance Intensive Outpatient Program) Supervisor
Salary Range	\$31,200 -- \$35,880, annually
Minimum Requirements	High School Diploma/GED; Microsoft Office experience; Desire to help consumers improve their quality of life; Reliable transportation, valid driver's license good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Experience with medical billing; Familiarity with various substance abuse recovery processes.
Overall Mission	To provide the organizational support in obtaining and maintaining the most productive operations possible at the campus location.

Areas of Responsibility

1. Assists the Campus Program Coordinators with administrative tasks and organization of needed clinical tasks such as billing (ASAI, Medicaid, and Ryan White), filing, and being point of contact for linking callers to access point for LIBCAP/JASPER House Admissions.
2. Maintains and monitors LIBCAP/JASPER House waiting list to ensure appropriate priorities are instituted and referral source is kept informed of needed tasks to ensure admission.
3. Spends at least 25% of time working at JASPER House assisting with JASPER House administrative tasks.
4. Coordinates with Operations on the purchasing of office and consumer supplies for campus programs. Makes certain that supplies are quickly stored when received.
5. Ensures that all campus office equipment (i.e., copiers, security, and computer system) is maintained in good working order with ready access to needed supplies and maintenance/repair services for such equipment.
6. Maintains the Langley Center calendar coordinating with the staff to ensure consumer programming priority.
7. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and may occasionally include nights, 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; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents, 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/Personnel, 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