



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position *Ryan White Eligibility Specialist*

Reports to	Ryan White Services Coordinator
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	\$32,040 (limited experience) -- \$38,566 (significant experience)
Minimum Requirements	Associate degree in Human Services or related field; Strong computer and case management skills; Comfortable working with individuals living with HIV from diverse backgrounds including those with mental illness, active substance use, and limited English proficiency; Ability to be mobile during day-to-day work activities; Valid Alabama driver's license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Experience with Ryan White standards; Experience in providing Ryan White services and in completing Ryan White eligibility with clients who qualify; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for ensuring that Ryan White eligibility processes are complete for all Main Office and Living Well Outpatient Center clients who are eligible.

Areas of Responsibility

1. Complete Ryan White certification process to ensure that clients of AIDS Alabama programs are eligible to receive case management and mental health services.
2. Call and ensure that clients receiving services are aware of the dates/times that their Ryan White certifications are scheduled and ensure that clients are reminded of the documentation required of them for Ryan White certification/eligibility.
3. Meet with clients and their case managers to ensure that Ryan White eligibility is completed.
4. Use an agency-provided laptop to complete online applications in the Ryan White Service Point site, ensuring that information is accurate and remains confidential.
5. Collect all supporting documentation for Ryan White eligibility and ensure that all documentation is uploaded in the Ryan White Service Point site and appropriately filed in physical charts.
6. Assist with Ryan White data reporting and billing as requested.
7. Assist with routine chart audits to ensure compliance with standards.
8. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time; varies based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STI's), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, 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

Employee's signature

Date

Human Resources signature

Date