AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position
Way Station Shelter Advocate (Part Time)

Reports to	Way Station Coordinator of Social Services.
Hourly Rate	$15.00 per hour.
Minimum Requirements	High school diploma (or equivalent); Valid AL driver's license, reliable transportation, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Previous experience working in housing or shelter settings; lived experience as a member of a vulnerable young adult population.
Overall Mission	To provide organizational support for Way Station consumers and assist AIDS Alabama in obtaining and maintaining the most productive operations possible.

Areas of Responsibility

1. Provide consumer supervision while on duty to ensure their safety and consumer rights.
2. Maintain active watch over interior security cameras while assigned to front desk.
3. Provide basic living skills (BLS) training to consumers as planned and needed and complete BLS progress notes appropriately.
4. Provide supervision and support to consumers during routine Way Station activities (check-in, intake, dining, etc.).
5. Treat all consumers with respect and offer assistance as needed and appropriate.
6. Help make transportation arrangements for consumers' appointments when appropriate.
7. Practice Managing Crisis Safely behaviors to create and maintain a calm and safe atmosphere and to resolve conflicts.
8. Submit unusual occurrence reports for all incidents/accidents to supervisor.
9. Report absences ('call-ins') to appropriate department head at least two hours before beginning of scheduled shift. Night shift must call at least three hours prior to beginning of scheduled shift to ensure they will be there.
10. Attend departmental and staff meetings as directed or called.
11. Perform specific tasks in accordance with daily work assignments.
12. Abide by all Way Station policies, procedures, and guidelines.
13. Must adhere to all medication regulations.
14. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner.
15. Report all hazardous conditions or equipment to the supervisor or Housing Director as soon as possible.
16. Follow established fire safety policies and procedures.
17. Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
18. No sleeping while on duty.
19. Other duties as assigned.

Work Environment

1. Schedule: Work hours are part time, based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 50 lbs.; long periods of standing, stooping, bending, and sitting. Employees must be able to read documents, respond to written communication and able to hear and understand the English language.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STIs), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

Overall Expectation

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