



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Position Available: *Administrative Assistant -- HOPWA*

Reports to	Director of Grants Management
Salary Range	\$33,300 (limited experience) -- \$40,700 (substantial experience), annually
Minimum Requirements	High school diploma (or equivalent) plus one-year data entry/billing experience; 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	Certification in medical billing or data management.
Overall Mission	To utilize skills and knowledge to help AIDS Alabama assist people with HIV/AIDS statewide.

### Areas of Responsibility

1. Completes quarterly reports required for HOPWA tracking.
2. Participates in HUD trainings and webinars.
3. Maintains physical HOPWA files, adhering to HIPAA guidelines.
4. Maintains TBRA waiting list, as assigned.
5. Maintains contact with AIDS Service Organizations' (ASOs) Social Workers to ensure all HOPWA applications are accurate, timely, and filed.
6. Ensures all State and City Housing Opportunities for Persons with AIDS (HOPWA) application documentation is completed correctly, submitted for payment in a timely manner, and filed.
7. Assists Director of Grants Management gathering charts and data for HUD audits.
8. Assists Director of Grants Management and Director of Programs Administration implementing and maintaining the agency-wide database and Electronic Health Record (EHR).
9. Inputs client-related services into EHR as needed and ensures data is maintained and accurate for billing and reporting purposes.
10. Enters HOPWA data into EHR and tracking sheet accurately and in a timely manner.
11. 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.**

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date