



**Job Description ~ Open Position**  
**AIDS Alabama South**  
***Ryan White Eligibility Specialist***

Reports to	Co-Executive Director -- Prevention
Salary Range	\$31,269 -- \$42,306, annually
Minimum Requirements	Bachelor's degree in social work or related field from an accredited college/university; Experience with Ryan White standards; Strong computer, organizational, and case management skills; Excellent written and verbal communication skills; Valid AL 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 providing Ryan White services and completing Ryan White eligibility with clients who qualify; Bilingual; Working Knowledge of CareWare and Ryan White Part B funding; Proven application of trauma-informed care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Our Ryan White Eligibility Specialist will be responsible for ensuring Ryan White eligibility processes are complete for all clients who are eligible.

**Areas of Responsibility**

1. Complete Ryan White annual and 6-month certification processes to ensure that clients of AIDS Alabama South 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. Provide Case Management Services to clients with HIV/AIDS who seek services through AIDS Alabama South.
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 paper charts.
6. Identification of clients who are not linked to or retained in care, and coordination for follow-up of these clients to ensure they achieve viral load suppression.
7. Obtain client labs biannually from the medical provider.
8. Be present at at-least one UWCA (Birmingham) Ryan White case staffing annually.
9. Complete all certifications and training. Some of these trainings are in Birmingham; some travel required.
10. Refer and link consumers to physicians for treatment, adherence, and other case management services.
11. Attend annual training and certifications; some travel required.
12. Participate as part of the Program Treatment Team in staffing cases and solving program programs.
13. Maintain excellent and consistent case management documentation.
14. Other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the client, the client's family, and the agency, weekends, and holidays.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.

3. Safety/Environmental: 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**

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer.**

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Employee’s signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date