



AIDS **Alabama**
Housing Is Healthcare

Job Description ~ Position Available: *Administrative Specialist -- HOPWA*

Reports to	Director of Grants Management
Salary Range	\$37,890 (limited experience) -- \$46,310 (substantial experience), annually
Minimum Requirements	Bachelor's degree or High school diploma (or equivalent) plus three years 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. 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.
2. Assists Director of Grants Management with HUD audits.
3. Assists Director of Grants Management and Director of Programs Administration implementing and maintaining the agency-wide database and Electronic Health Record (EHR).
4. Inputs client-related services into EHR as needed and ensures data is maintained and accurate for billing and reporting purposes.
5. Provides annual and as-needed training for application processors at partnering agencies for the HOPWA program.
6. Completes quarterly reports required for HOPWA tracking and analysis.
7. Participates in HUD-related training and webinars.
8. Ensures all documentation is up-to-date and meets HUD guidelines.
9. Safeguards all physical HOPWA files, while maintaining HIPAA compliance.
10. Maintains Tenant Based Rental Assistance (TBRA) waiting list, statewide.
11. Maintains contact with AIDS Service Organizations' (ASOs) social workers to ensure all HOPWA applications are accurate, timely, and up-to-date.
12. 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