



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position *Rectory Mental Health Tech. (Part Time)*

Reports to	LIBCAP/LWM Program Supervisor
Minimum Requirements	<b>Must be available 3:00pm -- 11:00pm or 11:00pm -- 7:00am, including weekends;</b> High school diploma or equivalent; Reliable transportation, current/valid driver's license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Previous experience providing supervision in a treatment or residential setting; Personal or professional experience related to substance use or mental health recovery; Familiarity with various substance abuse recovery processes; Awareness of supportive community resources; Experience working with individuals diagnosed with a substance use disorder; Experience working with individuals who are HIV positive.
Overall Mission	To provide supervision and support to Rectory clients.

### Areas of Responsibility

1. Work as a vital member of the treatment team providing services for homeless individuals with substance abuse problems;
2. Provide supervision for residents;
3. Provide clients transportation to local self-help/support groups as directed by LIBCAP Coordinator;
4. In all interactions, model and teach through example healthy coping, self-help strategies, appropriate social interactions, problem-solving, and healthy interpersonal relationships;
5. Attend continuing education seminars and other in-service training when offered;
6. Complete all documentation and billing procedures as required by the agency;
7. Report any behavioral or emergency health problems that residents have to LIBCAP Coordinator – this includes any thefts, alleged crimes, or accessing emergency medical services;
8. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner and report all hazardous conditions or equipment or repair needs to the LIBCAP Supervisor, as well as following all fire and safety procedures;
9. No sleeping on the job;
10. Other duties as assigned.

### Work Environment

1. Schedule – Work hours are part time; must be available 3:00pm -- 11:00pm or 11:00pm -- 7:00am, including weekends; varies based on the needs of the consumers, the consumer's family, and the agency.
2. Physical Requirements – May lift up to 50lbs., long periods of standing, stooping, bending, climbing stairs, reading and responding to written communication, hearing and understanding the English language.
3. Cultural/Environment – 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 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/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 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.**

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Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

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Date