AIDSAlabama
Housing Is Healthcare

Position Description

MEDICAL ASSISTANT

Incumbent	Open
Functional Title	Prevention Medical Assistant
Supervisor	Clinic Coordinator
Department	Prevention Education
Hourly Rate	$16.50 to $18.50
Location	Birmingham, Alabama
FLSA Designation	Nonexempt

Duties and Responsibilities

The primary purpose of this position is to provide support to prevention and clinical staff of AIDS Alabama in pursuit of its mission to increase health equity and access to HIV prevention methods, specifically PrEP, to meet the goals of the statewide Ending the HIV Epidemic (EHE) plan.

1. Patient-specific:
   a) Greet patients, obtain necessary demographic and financial information; accurately enter information into electronic databases.
   b) Verify patient information prior to taking them to examining room.
   c) Obtain vitals, patient history, reason for seeking care; must be able to recognize and respond to emergency protocols.
   d) Perform testing for HIV, STI, HCV, lab and blood draws, injections, administer meds, and specimen collection.
   e) Coordinate referrals to essential and supportive services identified during sessions with patients such as linkage to care, mental health or substance abuse counseling, primary care, HIV, Hep-C, and STI treatment, case management, support or social groups, etc.
   f) Assess health insurance status, assist with insurance enrollment and patient assistance as needed to ensure access to healthcare and medication treatment.
   g) Safeguard patients' personal health information (PHI) with confidentiality; documentation, records, and files must be organized and compliant in accordance with HIPAA and other local, state, and federal guidelines.
2. Contact patients with test results and appointment scheduling.
3. Maintain clinical standards set by the Director of Prevention and Clinic Coordinator.
4. Complete specialized training specific to HIV clinical services and prevention programs' design, implementation, and behavior change theory application.
5. Assist in community outreach and education to raise awareness about HIV, STIs, PrEP, and availability of program services.
6. Partner and assist with prevention, outreach, and programs departments, as needed.
7. Complete all other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time, including occasional nights and weekends

- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 50 pounds

Minimum Qualifications

- High school diploma (or equivalent)
- Medical Assistant certification
- Experience implementing or coordinating programming that promotes avoidance of HIV and other high-risk behaviors, and collaboration with community-based entities

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.