



AIDSAlabama
Housing Is Healthcare

Position Description

WAY STATION SHELTER ADVOCATE

Incumbent	Open
Functional Title	Way Station Shelter Advocate
Supervisor	Way Station Coordinator of Social Services
Department	Programs/Homelessness
Location	Birmingham, Alabama
Shift	11:00pm - 7:00am
Hourly Rate	\$15.00
FLSA Designation	Nonexempt

Duties and Responsibilities

The primary purpose of this position is to provide organizational support for Way Station consumers and assist AIDS Alabama in obtaining and maintaining the most productive operations possible.

1. Provide consumer supervision while on duty to ensure their safety and consumer rights.
2. Maintain active watch over interior security cameras while assigned to front desk.
3. Provide basic living skills (BLS) training to consumers as planned and needed, and complete BLS progress notes appropriately.
4. Provide supervision and support to consumers during routine Way Station activities (check-in, intake, dining, etc.).
5. Treat all consumers with respect and offer assistance as needed and appropriate.
6. Help make transportation arrangements for consumers' appointments when appropriate.
7. Practice Managing Crisis Safely behaviors to create and maintain a calm and safe atmosphere and to resolve conflicts.
8. Submit unusual occurrence reports for all incidents/accidents to supervisor.
9. Report absences ('call-ins') to appropriate supervisor at least two hours before beginning of scheduled shift. Night shift must call at least three hours prior to beginning of scheduled shift to ensure they will be there.
10. Attend departmental and staff meetings as directed or called.
11. Perform specific tasks in accordance with daily work assignments.
12. Abide by all Way Station policies, procedures, and guidelines.
13. Must adhere to all medication regulations.
14. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner.
15. Report all hazardous conditions or equipment to the supervisor or Director of Housing as soon as possible.
16. Follow established fire safety policies and procedures.
17. Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
18. No sleeping while on duty.
19. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time
- 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
- 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 collaborate with patients and staff from diverse populations (e.g., people living with HIV or other STIs, individuals experiencing homelessness, LGBTQ individuals, racial and ethnic minority communities)

Minimum Qualifications

- High school diploma (or equivalent)

Preferred Qualifications

- Previous experience working in housing or shelter settings
- Lived experience as a member of a vulnerable young adult population

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.