



## Open Position Available: *LWC Administrative Assistant*

Reports to	LWC Coordinator, LWC Administrative Coordinator
Training & Requirements	<ul style="list-style-type: none"> <li>• One year clerical experience;</li> <li>• Valid driver's license, automobile insurance, and good driving record;</li> <li>• Must pass background check and drug screen;</li> <li>• Previous experience working with special populations such as people with HIV/AIDS or mental/intellectual disabilities is desirable. Supervisory experience a plus.</li> </ul>
Overall Mission	To help AIDS Alabama devote its energies to helping those living with HIV/AIDS live the most productive and successful life possible and to helping prevent the spread of the disease.

### Areas of Responsibility

1. Handle all front desk operations (answering phones, checking consumers in and out for appointments, communication with staff when consumers are present)
2. Handle all staff office needs. (filing, faxing and appropriate communication between programs)
3. Enter billing data into agency Electronic Health Record for credit cards and checks used to pay client expenses.
4. Organize and ensure that charts are organized and that filing is placed in charts in a timely manner.
5. Participate in administrative reviews of periodic audits of charts to ensure that all needed documentation is included.
6. Coordinate the collection of documentation and upload all needed documents into an electronic shared file to ensure that the agency's partner can access information.
7. Schedule appointments for LWC staff and ensure that courtesy calls are made to confirm appointments.
8. Record supply order and report to Administrative Coordinator.
9. Attend initial Homeless Management Information System (HMIS) training through One Roof for EHR access and maintain an active account at all times.
10. Attend all staff meetings and record minutes.
11. Other duties as assigned.

### Work Environment

1. Schedule: Work hours are full-time; varies based on the needs of the consumers, agency, and communities.
2. Physical Requirements: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STI's), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

**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 (or assigned designee)

\_\_\_\_\_  
Date