



**Job Description/Open Position:**  
**AIDS Alabama South**  
***Telemedicine Coordinator***

<b>Reports To:</b>	AIDS Alabama South Linkage Coordinator and Executive Director
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in social work from an accredited college/university or human service related degree with at least 1 year work experience in case management or non-profit agency;</li> <li>• Reliable transportation, valid driver’s license and automobile insurance;</li> <li>• Strong computer, organizational, and case management skills;</li> <li>• Must pass background check and drug screen.</li> </ul>
<b>Training/Qualifications</b>	<ul style="list-style-type: none"> <li>• Must possess, at a minimum, a bachelor’s degree in social services, community health education, public health, mental health field or an LPN.</li> </ul>
<b>Overall Mission</b>	<ul style="list-style-type: none"> <li>• To coordinate the provision of telemedicine mental health services offered between AIDS Alabama Inc. Living Well Outpatient Center and AIDS Alabama South’s clients seeking mental health counseling.</li> </ul>

**Areas of Responsibility**

1. Act as the Official Liaison between AIDS Alabama South and AIDS Alabama’s Living Well Outpatient Center to support an active and effective mental health telemedicine program;
2. Work with AIDS Alabama South staff to actively identify and recruit consumers who need or want counseling and psychiatric services through the LWOC telemedicine program;
3. Schedule appointments for AIDS Alabama South social work staff and conduct mental health screenings by phone (and in person when possible) with consumers of the agency to advance client’s knowledge of the process of our telemedicine services, awareness of its availability, and its benefits;
4. Through screenings, determine appropriate candidates for telemedicine services;
5. Complete intake paperwork for all consumers scheduled for telemedicine services and coordinate appointments with LWOC telemedicine program;
6. Schedule the telemedicine services with clients and LWOC;
7. Arrange transportation of all scheduled consumers for telemedicine appointments, as necessary;
8. Learn to operate telemedicine cart and set up all cart for all appointments;
9. Complete all pertinent documentation of the telemedicine session, coordinating with the LWOC clinical and administrative staff;
10. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports;
11. Report all required data to appropriate AIDS Alabama staff (Birmingham Office);
12. Be present at all required agency functions and volunteer as appropriate;
13. Build new collaborative relationships with other mental health and HIV clinics, and/or social service organizations in the area;
14. 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 50lb 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 Expectations**

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc./AIDS Alabama South, LLC 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature (or assigned designee)

\_\_\_\_\_  
Date