



AIDSAlabama
Housing Is Healthcare

**Open Position Available:
*Activities Coordinator
for Campus Programs
(Part Time)***

Reports to	JASPER House and LIBCAP Coordinators
Minimum Qualifications	H.S. diploma or equivalent; education or experience related to the position; Valid AL Driver's license, auto insurance and good driving record; Successfully complete background checks and drug screening; Ability to effectively communicate with diverse populations; Desire to help consumers improve their quality of life.
Preferred Qualifications	Degree, coursework, or experience related to health and wellness or behavioral health; Personal or professional experience related to substance use or mental health recovery; Previous experience providing direct care services for individuals diagnosed with a mental illness and/or substance use disorder; Personal philosophy of health and wellness that is congruent with the goals of the program.
Hours	Part time; will include evenings and weekends. Must be able and willing to work all shifts as needed.
Overall Mission	To coordinate activities and outings for residential consumers living with HIV that promote improved physical and mental health, substance abuse recovery, and sense of community belonging.

Areas of Responsibility

1. Plan and implement activities for residents of JASPER House and Rectory programs that promote health and wellness;
2. Work closely with coordinators of each program to ensure activities are conducive to mental health and substance use recovery
3. Consult with the program nurse as needed to ensure planned activities promote improved health and are appropriate to consumer's abilities
4. Provide training and modeling of healthy lifestyle activities to residents as planned and needed and complete BLS progress notes appropriately
5. Provide supervision and support to residents during facility based activities as well as scheduled outings
6. Assist with Rehabilitative Day Program groups when scheduled
7. Treat all residents with respect and offer assistance as needed and appropriate
8. Practice Managing Crises Safely behaviors to create a calm and safe atmosphere and resolve conflicts
9. Submit unusual occurrence reports for all incidents/accidents to supervisor
10. Attend departmental and staff meetings as directed or called
11. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner;
12. Report all hazardous conditions or equipment to the supervisor or Housing Director as soon as possible
13. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the 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

Employee's signature

Date

Human Resources signature (or assigned designee)

Date