



AIDSAlabama
Housing Is Healthcare

AIDS Alabama JASPER House Program Coordinator (Including 1917 Peace-Meal Program duties)

Reports to	Clinical Director
Minimum Qualifications	<ul style="list-style-type: none">• Master’s degree in Social Work and LMSW;• Two years of experience providing mental health services;• Valid driver’s license, automobile insurance, and good driving record;• Must pass background check and drug screen.
Preferred Qualifications	<ul style="list-style-type: none">• LICSW preferred;• Experience working with target population (HIV+, SMI, low income);• MAC certified.
Overall Mission	To coordinate services of JASPER House including the Residential and Rehabilitative Day Programs. To provide and oversee provisions of clinical, case management, RDP, and residential services. To help HIV+ consumers achieve the highest degree of independence and stability possible.

Areas of Responsibility

1. Supervise day-to-day operations of JASPER House Residential and Rehabilitative Day Programs and activities in relation to the 1917 Peace-Meal program for the JASPER House consumers.
2. Develop and coordinate implementation of individualized treatment plans for each resident, incorporating needed clinical, case management, RDP, residential, and 1917 Peace-Meal services.
3. Coordinate all residential clinical services and ensure that documentation is provided for each service.
4. Ensure that residents receive planned individual and group Basic Living skills as well as healthy activities as needed and that services are documented and billed correctly.
5. Ensure residents obtain and attend needed medical and social service appointments by assisting with scheduling and linking them with transportation.
6. Ensure weekly Progress Notes are completed for all residents and that they provide a comprehensive overview of the residents’ activities, training, progress, and needs.
7. Schedule new admissions, maintain a waiting list, and complete intake documents for new consumers, adhering to all policies, procedures, and guidelines.
8. Report all special incidents to Clinical Director and/or Executive Director immediately.
9. Obtain and maintain Medication Assistance Certification (MAC) as per Alabama DMH program standards.
10. Assist the Medical Assistance Supervising (MAS) LPN/RN in the appropriate and effective management of the MAC program.
11. Report all maintenance needs to the Housing Office, and order all supplies for JASPER House according to agency protocols and guidelines.
12. Provide supervision of the Rehabilitation Day Program (RDP) and the RDP Coordinator, ensuring that RDP services are relevant to the consumers’ treatment plans and that they are provided, documented, and billed correctly.
13. Work as a member of the Treatment Team with MAS LPN/RN, Medical Director, RDP Coordinator, and Clinical Director.
14. Provide case management assessments, case plans and services as needed and meet all standards of

Ryan White Part B and Targeted Case Management programs.

15. Ensure that administrative requirements including HMIS, Electronic Health Record, Move In and Move Out forms, and HOPWA applications, are completed according to grant and contract guidelines.
16. Act as a member of Performance Improvement Committee and ensure the Quality Assurance Reporting system is functional (Special Incidents).
17. Maintain an excellent working relationship with community organizations providing resources to JASPER House consumers.
18. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines.
19. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and will include evenings/weekends; 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

Employee's signature

Date

Human Resources signature (or assigned designee)

Date