



**AIDSAlabama**  
Housing Is Healthcare

## **JOB DESCRIPTION**

### **Living Well Outpatient Center Program Coordinator**

Reports to	Clinical Director
Training & Requirements	Master's Degree in Social Work or Counseling and an Alabama Board of Social Work Examiners or Counseling Board licensure at a minimum of the LMSW/ALC level. LICSW/LPC preferred. Two years' post masters' degree work experience in mental health field. Valid driver's license, personal auto insurance, and good driving record. Background check and drug screening.
Overall Mission	To coordinate the provision of mental health/social work treatment offered within the AIDS Alabama Living Well Outpatient Center to meet the agency mission of helping HIV+ consumers live as independent, healthy and productive a life as possible and to prevent the spread of the disease.

#### **Areas of responsibility**

1. Ensure the efficient and effective day-to-day operations of the Living Well Out-Patient Center (LWOC) Mental Health Program, which includes the co-coordination of the agency's SAMHSA-funded *Living Well MISSION* program.
2. Supervise the LWOC Therapists, and Administrative Assistant, and Treatment Specialists.
3. Provide administrative coordination with contracted Medical Director and LWOC Nurse.
4. Provide mental health and substance abuse assessments, treatment planning, individual/group/family therapy as planned for own caseload and provide clinical supervision to all contracted and agency staff who provide these services within the LWOC.
5. Ensure each consumer's treatment plan is reviewed by the Contracted LPC for diagnostic assignment and to medical director to receive psychiatric and nursing services as needed.
6. Ensure documentation of services provided, proper utilization of Electronic Health Record and any paper medical charts are kept up to date with accurate notes, billing and funding source-specific required data.
7. Lead staffing and Living Well treatment teams.
8. Follow all operational policies and procedures related to ordering of and tracking of supplies and services.
9. Comply with all tracking of Performance Indicators, special incidents, and grant goals attainment with supervisor's assistance.
10. Help conduct clinical review of all services provided according to revenue source standards.
11. Assist supervisor in ensuring all Alabama Department of Mental Health certification standards for outpatient programming are met and site visits result in no critical findings.
12. Assist supervisor in ensuring all Ryan White Part B standards are followed and site visits result in no critical findings.
13. Achieve monthly productivity goal as set by Clinical Director.
14. 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 50lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

**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)

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Date