



AIDS **Alabama**  
Housing Is Healthcare

**Open Position Available:**  
***Lead Resident Advocate***  
***JASPER House***

Reports to	Mental Health Coordinator – JASPER House
Training & Requirements	Must possess, as a minimum, a high school diploma or equivalent (previous experience as an attendant or an employee in health care setting preferred); Valid driver's license, auto insurance, good driving record; Must pass background check and drug screen.
Overall Mission	To provide the organization support and personal desire to assist AIDS Alabama in obtaining and maintaining the most productive operations possible.

**Areas of Responsibility**

1. Provide resident supervision while on duty to ensure safety and client rights
2. Act as a leader during weekdays for other Resident Advocates;
3. Provide basic living training to residents as planned and needed and complete BLS progress notes appropriately;
4. Provide supervision and support to residents during routine facility based activities (dining etc.) as well as agency scheduled outings. This also includes helping with Rehabilitative Day and 1917 Peace-Meal program groups and activities as scheduled;
5. Treat all residents with respect and offer assistance as needed and appropriate;
6. Help make transportation arrangements for resident appointments;
7. Supervise visitors;
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. Report absentee call-ins to appropriate department head at least two hours before beginning of scheduled shift (night shift must call at least three hours prior to beginning of scheduled shift to ensure they will be there);
11. Attend departmental and staff meetings as directed or called;
12. Perform specific tasks in accordance with daily work assignments;
13. Must be able to pass and maintain the Medication Assistance Certification (*training and test provided by AIDS Alabama*) to maintain employment;
14. Must attend Annual Medication Assistance Update Training and Agency Required Annual trainings;
15. Must attend mandatory quarterly MAC meetings with JASPER House Nurse;
16. Must abide by MAC and DNP guidelines in assisting residents with medications and medical treatments and complete medication administration records (MAR) as supervised, reporting medication errors and perceived medical problems of residents to supervisor and MAS RN ASAP;
17. Assist the MAC RN with MAR monitoring for correctness;
18. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner;

19. Report all hazardous conditions or equipment to the supervisor or Housing Director as soon as possible;
20. Follow established fire safety policies and procedures;
21. Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.;
22. Inspect client rooms for cleanliness as directed;
23. Assure that the laundry area is maintained in a clean, safe, and sanitary manner;
24. Wear protective clothing and equipment when handling infectious waste;
25. No sleeping while on duty;
26. Other duties as assigned.

**Work Environment**

1. Schedule – Work hours are full-time and may include nights and weekends; varies based on the needs of the consumers, the consumer’s family, and the Agency;
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 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)

\_\_\_\_\_  
Date