



AIDSAlabama
Housing Is Healthcare

Open Position Job Description Resident Advocate – The Rectory (Full Time)

Reports to	LIBCAP/LWM Program Coordinator, Clinical Director
Minimum Qualifications	H.S. Diploma/GED; Valid AL Driver's license and good driving record; Successfully complete background checks and drug screening; Ability to communicate with diverse populations.
Preferred Qualifications	Previous experience providing supervision in a treatment or residential setting; Personal or professional experience related to substance use or mental health recovery; Familiarity with various substance abuse recovery processes; Awareness of supportive community resources; Experience working with individuals diagnosed with a substance use disorder; Experience working with individuals who are HIV positive.
Hours	Overnight/3 rd shift. Hours may vary between 7pm – 7am depending on program needs; Up to 40 hours per week.
Overall Mission	To provide evening/overnight and/or weekend supervision and support to Rectory clients.

Areas of Responsibility

1. Work as a vital member of the treatment team providing services for homeless individuals with substance abuse problems;
2. Provide overnight, weekend, and evening supervision for residents;
3. Provide clients transportation to local self-help/support groups as directed by LIBCAP Coordinator;
4. In all interactions, model and teach through example healthy coping, self-help strategies, appropriate social interactions, problem-solving, and healthy interpersonal relationships;
5. Establish and maintain a solid line of communication with the Clinical Director, LIBCAP/LWM Program Coordinator, and co-workers;
6. Attend continuing education seminars and other in-service training when offered;
7. Must be willing and able to complete all required trainings in obligatory timeframes;
8. Complete all documentation and billing procedures as required by the agency;
9. Report any behavioral or emergency health problems that residents have to professional on-call or Campus security officers including conflict between residents – this includes any thefts, alleged crimes, or accessing emergency medical services;
10. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner and report all hazardous conditions or equipment or repair needs to the Campus Monitor, as well as following all fire and safety procedures;
11. Other duties as assigned.

Work Environment

1. Schedule – Work hours are full-time and may occasionally include early evenings and/or late mornings; varies based on the needs of the consumers, the consumer's family, and the agency;
2. Physical Requirements – may lift up to 75lb occasionally; ability to walk, stoop, lift, and climb independently;

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 in person, and all other methods of communication, 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. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Participation in agency activities 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.

To be considered for this position, candidates must submit an online employment application – www.aidsalabama.org. Please, no phone calls or resumes without an online employment application.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date