



AIDS**Alabama**  
Housing Is Healthcare

**Open Position Available:  
Resident Advocate JASPER House  
(Full Time)**

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. Must be able and willing to work all shifts as needed.
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. Provide basic living training to residents as planned and needed and complete BLS progress notes appropriately;
3. 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 Program groups when scheduled;
4. Treat all residents with respect and offer assistance as needed and appropriate;
5. Help make transportation arrangements for resident appointments;
6. Supervise visitors;
7. Practice Managing Crises Safely behaviors to create a calm and safe atmosphere and resolve conflicts;
8. Submit unusual occurrence reports for all incidents/accidents to supervisor;
9. 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);
10. Attend departmental and staff meetings as directed or called;
11. Perform specific tasks in accordance with daily work assignments;
12. Must be able to pass and maintain the Medication Assistance Certification (*training and test provided by AIDS Alabama*) to maintain employment;
13. Must attend Annual Medication Assistance Update Training and Agency Required Annual trainings;
14. Must attend mandatory quarterly MAC meetings with JASPER House Nurse;
15. 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;
16. Assist the MAC RN with MAR monitoring for correctness;
17. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner;

