



AIDS **Alabama**
Housing Is Healthcare

Open Job Description **RYAN WHITE** **ELIGIBILITY SPECIALIST**

Reports to	Main Office Social Work Coordinator
Minimum Qualifications	<ul style="list-style-type: none">• Bachelor’s degree in social work or related field from an accredited college or university;• Experience with Ryan White standards;• Reliable transportation, valid driver’s license and automobile insurance;• Strong computer and case management skills;• Must pass background check and drug screen;• Must have the ability to be mobile during day-to-day work activities.
Preferred Qualifications	<ul style="list-style-type: none">• Experience in providing Ryan White services and in completing Ryan White eligibility with clients who qualify;• Bilingual;• Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	Responsible for ensuring that Ryan White eligibility processes are complete for all Main Office and Living Well Outpatient Center clients who are eligible.

Areas of Responsibility

1. Complete Ryan White annual and 6-month certification processes to ensure that clients of the Main Office, Living Well Outpatient Center, and other select AIDS Alabama program are eligible to receive case management and mental health services.
2. Call and ensure that clients receiving services are aware of the dates/times that their Ryan White certifications are scheduled and ensure that clients are reminded of the documentation required of them for Ryan White certification/eligibility.
3. Meet with clients and their case managers to ensure that Ryan White eligibility is completed.
4. Use an agency-provided laptop to complete online applications in the Ryan White Service Point site, ensuring that information is accurate and remains confidential.
5. Collect all supporting documentation for Ryan White eligibility and ensure that all documentation is uploaded in the Ryan White Service Point site and appropriately filed in physical charts.
6. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time; 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 Expectations

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