



Job Description ~ Open Position:
AIDS Alabama South
Medical Assistant (2)

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| Reports to | Director of Clinical Services |
| Benefits Include | Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more. |
| Hourly Pay Rate | \$15.50 (limited experience) -- \$16.75 (three years' experience). |
| Minimum Requirements | High School Diploma (or equivalent); Experience implementing or coordinating programming that promotes avoidance of HIV and other risky behaviors, and collaboration with community-based entities; Reliable transportation, current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s). Must successfully complete and pass pre-employment process. |
| Preferred Skills | CMA or CCMA, knowledge of HIPAA and OSHA, familiar with NextGen EHR, HIV Prevention methods, and STIs. |
| Overall Mission | To provide support to clinical and prevention staff of AIDS Alabama South in pursuit of its mission to increase health equity and access to HIV prevention methods, most specifically PrEP, to meet the goals of the statewide Ending the HIV Epidemic (EHE) plan. |

Areas of Responsibility

1. Provide HIV, STI and HCV testing in the office and in a community-based mobile and remote health setting.
2. Patient-specific:
 - a) Conduct sexual health risk assessment with patients; assess the level of risk and appropriateness for PrEP.
 - b) Greet patients and obtain necessary demographic and financial information. Accurately enters information into the computer system.
 - c) Navigate NextGen (sending registration text/email, correct icons, documenting as required).
 - d) Making sure patient information has been verified, before taking patients to a room.
 - e) Room patients, obtain vitals, patient history, and reason for seeking care.
 - f) Maintain patient records confidently.
 - g) Must be able to recognize and respond to emergency protocols.
 - h) Perform other duties to assist providers such as injections, phlebotomy, giving meds, running labs as taught, assisting in sterile procedures.
 - i) Assess client's health insurance status, assist clients with insurance enrollment and patient assistance enrollments as needed to ensure access to healthcare and medication treatment.
 - j) Conduct blood draws and specimen collection for all necessary patient lab work.
 - k) Coordinate referrals to essential and supportive services identified during sessions with patients such as linkage to care, mental health or substance abuse counseling, primary care, HIV and Hep-C treatment, STI treatment, case management, support or social groups, etc.
 - l) Maintain required records, files, and forms in an organized manner and in accordance with HIPAA and other federal, state, and local guidelines.
3. Order, replenish, and maintain supplies used for testing and clinical services.
4. Utilize agency's Mobile Testing Unit and Clinical RV including packing materials, cleanliness, scheduling and (occasionally) maintenance.
5. Partner and assist other departments, as needed, with emphasis on HIV, STIs, PrEP, and availability of program services.
6. All other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting.

Employee must be mobile including climbing stairs, able to read documents and respond to written communication, and able to hear and understand the English language.

3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any 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 where 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

Date