



**Job Description ~ Open Position:**  
***RESIDENT ADVOCATE JASPER HOUSE***  
***(Part Time, 11:00pm to 7:00am, including weekends)***

Reports to	JASPER House Program Coordinator
Minimum Qualifications	High school diploma or equivalent; Current/valid driver's license, auto insurance, and good driving record; Must pass background and drug screenings; <i>Must be available 11:00pm to 7:00am, including weekends.</i>
Preferred Qualifications	Previous experience as an attendant or an employee in health care setting.
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. Assist the MAC RN with MAR monitoring for correctness.
16. Assure that assigned work areas are maintained in a clean, safe, and sanitary manner.

17. Report all hazardous conditions or equipment to the supervisor or Housing Director ASAP.
18. Follow established fire safety policies and procedures.
19. Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
20. Inspect client rooms for cleanliness as directed.

21. Assure that the laundry area is maintained in a clean, safe, and sanitary manner.
22. Wear protective clothing and equipment when handling infectious waste.
23. No sleeping while on duty.
24. Other duties as assigned.

### **Work Environment**

1. Schedule – Work hours are part time; must be available to work between 11:00pm to 7:00am, including weekends; varies based on the needs of the consumers, the consumer's family, and the agency.
2. Physical Requirements – May lift up to 50lbs occasionally; long periods of standing, stooping, bending, and sitting; occasionally climbing stairs; reading and responding to written communication, hearing and understanding the English language.
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 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/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer.**

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Employee's signature

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Date

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Human Resources signature (or assigned designee)

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Date