



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position: ***EXECUTIVE DIRECTOR***

Reports to	Chief Executive Officer
Minimum Qualifications	A master's degree in an administrative or mental health-related field with at least five years of post-master's progressive managerial experience in a mental health treatment setting. OR A bachelor's degree in an administrative or mental health-related field with 10 years of post-bachelor's progressive managerial experience in a mental health treatment setting; Successfully pass drug and background screenings; Valid driver's license, auto insurance, and good driving record.
Preferred Qualifications	Experience in a non-profit housing-related setting with multiple funding sources.
Overall Mission	Responsible for successful implementation of all AIDS Alabama programs, assistance in overall agency administration, and provide continuity in executive leadership.

Authority

The Executive Director serves as a key problem solver within the agency and may be expected to make executive level decisions in the absence and at the discretion of the Chief Executive Officer (CEO). Responsibilities include, as the grantee, oversight of Community-Based Organizations with respect to grant-related programs.

Areas of Responsibility

1. Supervise and evaluate the agency's Clinical Director, Director of Programs Administration, Grants Management Director, Director of Homeless Prevention and various other Programs Coordinator positions.
2. Ensure smooth implementation and administration of both the Alabama State Housing Opportunities for Persons with HIV/AIDS (HOPWA) and Birmingham City HOPWA formula programs.
3. Oversee the overall operation of all ADMH-certified programs in cooperation with the Clinical Director and the Director of Programs Administration. Current ADMH programs are:
 - A. The JASPER House
 - (1) 24-7 Adult Residential Behavioral Health program
 - (2) Rehabilitative Day Program
 - (3) Nurse Delegation Program
 - B. The Living in Balance Chemical Addiction Program
 - (1) Intensive Outpatient Substance Abuse Program (IOP)
 - (2) Homeless shelter for consumers participating in services
 - C. The Living Well Outpatient Center – General Outpatient Mental Health Services
4. Prepare grant renewal applications and annual progress reports for ADMH programs.
5. Supervise all ADMH and Ryan White performance (PI) improvement activities, including the development and implementation of formal PI plans.
6. Supervise and coordinate all activities designed to maintain compliance with ADMH Community Mental Health Program Standards, including prepare certification site visits; attend all required trainings; participate in all site visits and compliance monitoring visits, write and revise policies and procedures; review all standards revisions, ADMH suggestions, and findings; lead PI meetings; and correspond with ADMH staff.
7. Oversee programmatic elements for a variety of programs and grants, such as Ryan White Part B, Continuum of Care for Homeless Supportive Housing and Shelter Plus Care programs, HOPWA Competitive Alabama Rural AIDS Project, the Alabama Medicaid Targeted Case Management program, and the Substance Abuse & Mental Health Services Administration (SAMHSA) grant.

8. Oversee the development and implementation of safety and infection control programs to include training, life safety inspections, policies and procedures, and committee involvement consistent with federal and state regulations.
9. Fully participate in all Management Team functions and planning, including attendance at agency board meetings, and interact with all colleagues in a professional manner.
10. Develop and expand health/mental health/substance abuse programs that fill existing/emerging service gaps.
11. Participate in grant writing to help improve the agency's capacity to provide services and meet the needs of individuals who are members of the agency's target populations.
12. Oversee and ensure that all staff complete appropriate annual trainings to meet Alabama Department of Mental Health (ADMH) and Ryan White Part B standards.
13. Ensure that social work and counseling internships and field placements continue to exist for the benefit of the agency programs and higher education modeling of helping professionals.
14. Ensure consumer rights are upheld in all areas, making decisions on an executive level in areas of consumer grievances in partnership with other Management Team members.
15. Oversee and ensure that monthly billing procedures are carried out for the Ryan White Part B program and multiple community partnership grants between the agency and 1917 Clinic.
16. All other duties as assigned.

Work Environment

1. Schedule: Work hours full time, including weekends, varies based on the needs of the consumers, the consumer's family, and the agency.
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/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.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date