



Job Description ~ Open Position

JASPER House Program Coordinator

(Including 1917 Peace-Meal Program duties)

Reports to	Clinical Director
Minimum Qualifications	<ul style="list-style-type: none"> • Master’s degree in Social Work and LMSW; • Two years of experience providing mental health services; • Valid driver’s license, automobile insurance, and good driving record; • Must pass pre-employment screenings.
Preferred Qualifications	<ul style="list-style-type: none"> • LICSW preferred; • Two years relevant management experience; • Experience working with target population (HIV+, SMI, low income); • MAC certified.
Overall Mission	To coordinate services of JASPER House including the Residential and Rehabilitative Day Programs. To provide and oversee provisions of clinical, case management, RDP, and residential services. To help HIV+ consumers achieve the highest degree of independence and stability possible.

Areas of Responsibility

1. Supervise day-to-day operations of JASPER House Residential and Rehabilitative Day Programs and activities in relation to the 1917 Peace-Meal program for the JASPER House consumers.
2. Develop and coordinate implementation of individualized treatment plans for each resident, incorporating needed clinical, case management, RDP, residential, and 1917 Peace-Meal services.
3. Coordinate all residential clinical services and ensure that documentation is provided for each service.
4. Ensure that residents receive planned individual and group Basic Living skills as well as healthy activities as needed and that services are documented and billed correctly.
5. Ensure residents obtain and attend needed medical and social service appointments by assisting with scheduling and linking them with transportation.
6. Ensure weekly Progress Notes are completed for all residents and that they provide a comprehensive overview of the residents’ activities, training, progress, and needs.
7. Schedule new admissions, maintain a waiting list, and complete intake documents for new consumers, adhering to all policies, procedures, and guidelines.
8. Report all special incidents to Executive Director, Clinical Director, and Director of Programs Administration immediately.
9. Obtain and maintain Medication Assistance Certification (MAC) as per Alabama DMH program standards.
10. Assist the Medical Assistance Supervising (MAS) LPN/RN in the appropriate and effective management of the MAC program.
11. Report all maintenance needs to the Housing Office, and order all supplies for JASPER House according to agency protocols and guidelines.
12. Provide supervision of the Rehabilitation Day Program (RDP) and the RDP Coordinator, ensuring that RDP services are relevant to the consumers’ treatment plans and that they are provided, documented, and billed correctly.
13. Work as a member of the Treatment Team with MAS LPN/RN, Medical Director, RDP Coordinator,

and Clinical Director.

14. Provide case management assessments, case plans and services as needed and meet all standards of Ryan White Part B and Targeted Case Management programs.
15. Ensure that administrative requirements including HMIS, Electronic Health Record, Move In and Move Out forms, and HOPWA applications, are completed according to grant and contract guidelines.
16. Act as a member of Performance Improvement Committee and ensure the Quality Assurance Reporting system is functional (Special Incidents).
17. Maintain an excellent working relationship with community organizations providing resources to JASPER House consumers.
18. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, includes weekends; shifts vary 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

Date