



Job Description ~ Open Position

Performance Improvement Specialist

Reports to	Director of Programs Administration
Minimum Requirements	High school diploma (or GED/equivalent); Proficiency with Microsoft Office Suite; Strong clerical experience; Ability to communicate effectively; Reliable transportation, good driving record, valid driver license and auto insurance; Must pass pre-employment screenings.
Preferred Qualifications	Bachelor's degree in public health, social work, or related field. Experience with SPSS or SAS; Experience with database building.
Overall Mission	To help AIDS Alabama devote its energies to helping those living with HIV/AIDS live the most productive and successful life possible and to helping prevent the spread of the disease.

Specific Tasks

1. Monthly completion of JASPER House Ryan White/Medicaid chart reviews;
2. Monthly completion of LIBCAP/Rectory chart reviews;
3. Coordination of quarterly Main Office chart reviews;
4. Coordination of quarterly LWOC chart reviews;
5. Complete monthly audits of charts for consumers receiving 340B rebate assistance;
6. Set up quarterly PI meetings for ADMH's licensed programs and for the RW CQI committee;
7. Create agendas and take minutes for all PI/RW CQI meetings;
8. Track CD4 and Viral Load counts for active consumers;
9. Coordinate bi-annual client satisfaction surveys for JASPER House, LIBCAP, LWOC, Main Office, and any other area(s) identified as in need of client satisfaction assessment;
10. Assist Director of Programs Administration with annual RW RSR reporting;
11. Assist Director of Programs with quality related trainings and projects;
12. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and holidays. Some travel may be required.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, 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

Represent the agency through all methods of communication in a way that reflects the agency's mission. 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. 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/AIDS Alabama South 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/AIDS Alabama South is an equal opportunity employer.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date