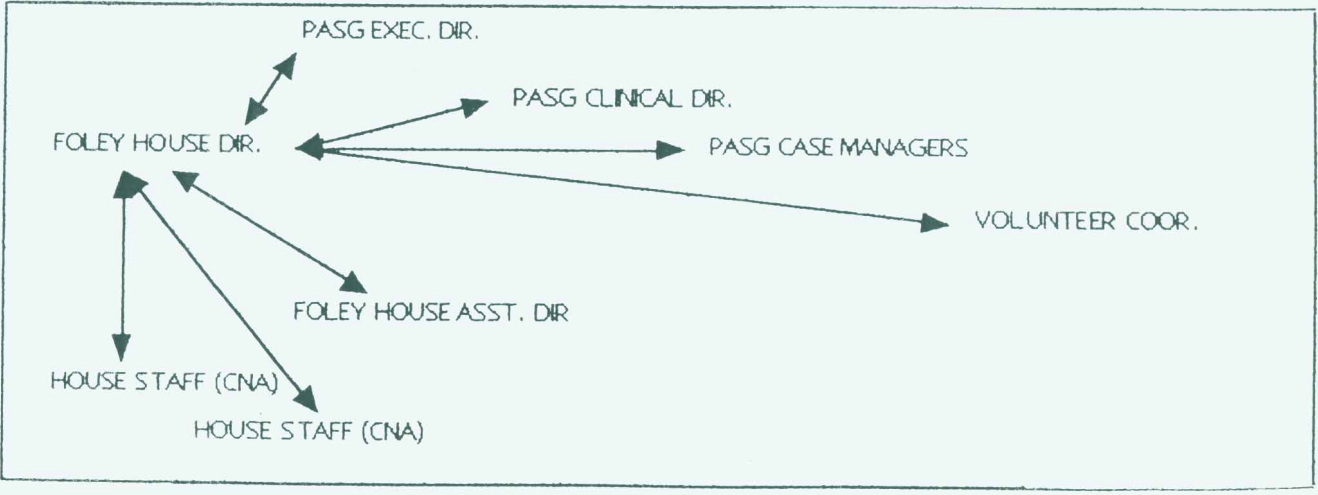
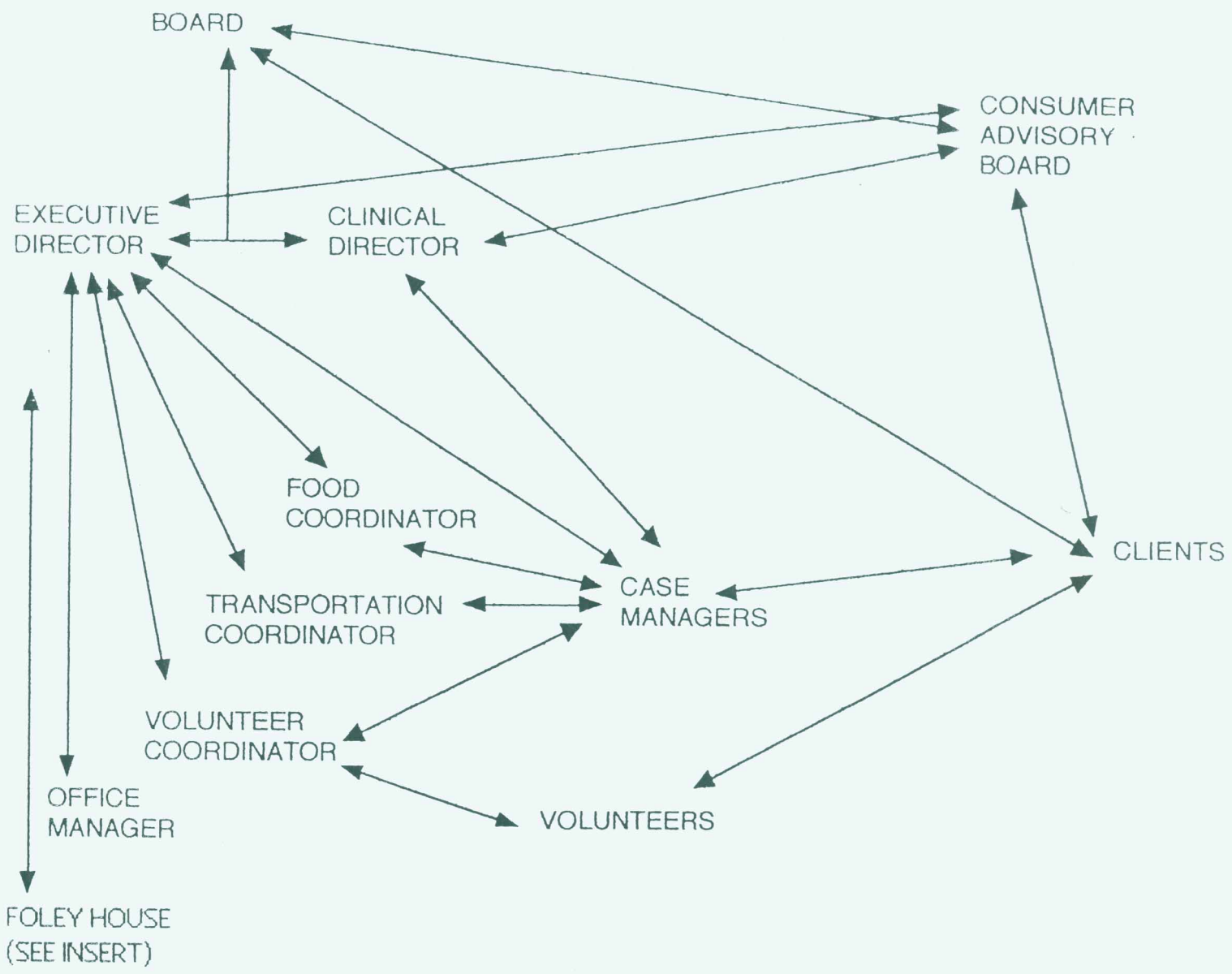


P.A.S.G BOARD OF DIRECTORS - WORKING SESSION - JUNE 30, 1995  
POSITIONS AND POLICIES ADOPTED IN RESPONSE TO RECOMMENDATIONS  
FROM THE RE-CONSTRUCTION COMMITTEE: SUB-COMMITTEE ON THE STAFF.

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The BOD has adopted the following recommendations:

1. All permanent positions must be advertised and all job advertisements should include words to the effect that P.A.S.G encourages qualified HIV positive applicants for all positions.
2. The recommended job qualifications are for future hirings and are not meant to be applied to any current staff members.
3. Each staff member should be involved in reviewing and adding to her/his job description before implementation.
4. P.A.S.G should put a greater effort into encouraging and actively advancing the continuing education, training and professional development of the staff.
5. General operating procedure should be to look to volunteers and their skills before looking to hire paid personnel.
6. The BOD supports the concept of the P.A.S.G having a Clinical Director and will instruct the Executive Director to seek out the appropriate grant money to fund such a position.
7. The BOD acknowledges that the agency is in need of another Case Manager and will instruct the Executive Director to seek out the appropriate grant money to fund this additional position.



attach work

EXECUTIVE DIRECTOR

(REPORTS TO BOARD) FULL TIME

QUALIFICATIONS / EDUCATION :

MINIMALLY

(BACHELOR'S) DEGREE IN PUBLIC ADMINISTRATION

OR

(BACHELOR'S) DEGREE IN A RELATED FIELD

AND WORK EXPERIENCE IN PUBLIC ADMINISTRATION

OR

EQUIVALENT ADMINISTRATIVE WORK EXPERIENCE TO THE ABOVE

3 OR MORE YEARS HIV WORK EXPERIENCE PREFERRED

EXPERIENCE OR KNOWLEDGE OF NOT-FOR-PROFIT

ORGANIZATIONS AND RELATED BUREAUCRACIES

COMPUTER LITERATE

GRANT DEVELOPMENT AND MANAGEMENT EXPERIENCE

JOB DESCRIPTION :

CREATES, UPDATES AND OVERSEES THE IMPLEMENTATION  
AND USE OF POLICIES AND PROCEDURES

OVERSEES THE DAY TO DAY OPERATIONS OF THE ORGANIZATION

ENCOURAGES AND ENSURES THE STAFF'S ADHERENCE  
TO THE ORGANIZATION'S MISSION STATEMENT

ADMINISTERS THE PRESENT AND FUTURE FINANCIAL DEVELOPMENT  
(FUND RAISING, PUBLIC GRANTS, PRIVATE DONATIONS ETC.)

WORKS WITH CLINICAL DIRECTOR TO GENERATE AND  
MAINTAIN A HEALTHY AND EFFICIENT WORK ENVIRONMENT  
AND TO SOLVE INTER-STAFF CONFLICTS OR PROBLEMS

SUPERVISES ALL STAFF JOB PERFORMANCE

ADMINISTERS FORMAL PERFORMANCE EVALUATION  
SYSTEM FOR ALL STAFF (TWICE ANNUALLY)

ADMINISTERS THE CONTINUING TRAINING/EDUCATION OF STAFF

NETWORKS AND INTERFACES WITH COMMUNITY GROUPS  
TO COORDINATE SERVICES AND FUTURE PLANNING

REPRESENTS PSAG (OR DELEGATES REPRESENTATIVES FROM THE  
ORGANIZATION) AT PUBLIC MEETINGS

REPORTS WITH THE CLINICAL DIRECTOR TO THE BOARD

CASE MANAGER

(REPORTS TO EXEC. DIR.  
AND CLINICAL DIR )  
FULL TIME

QUALIFICATIONS/EDUCATION

LICENSURE AND OR EQUIVALENT EDUCATION OR EXPERIENCE

EXPERIENCE WORKING WITH HIV POS PEOPLE PREFERRED

COMPUTER LITERATE

JOB DESCRIPTION

WORK WITH EACH CLIENT TO:

ASSESS AND ADDRESS PRESENT NEEDS

PROVIDE EXPERTISE IN INTERACTING  
WITH THE GOVERNMENT, MEDICAL AND SOCIAL BUREAUCRACIES

DEVELOP STRATEGIES TO PROVIDE AND ENCOURAGE  
FINANCIAL, EMOTIONAL AND MEDICAL SECURITY AND SUPPORT

DETERMINE WHAT SKILLS CLIENTS HAVE AND WANT TO  
CONTRIBUTE TO THE ORGANIZATION

COORDINATE MULTI-AGENCY HOME HEALTH CARE  
SERVICES TO CLIENTS

SELECT, BRIEF AND INTRODUCE APPROPRIATE VOLUNTEERS  
OR VOLUNTEER TEAMS TO CLIENT

WORK WITH CLINICAL DIRECTOR TO DEVELOP AND IMPROVE  
CURRENT SYSTEMS, SERVICE AND SKILLS

HAVE MINIMUM MONTHLY DOCUMENTED CONTACT WITH EACH CLIENT  
(BY PHONE OR IN PERSON)

AID CLIENTS IN FINDING WAYS TO ACCESS INFORMATION  
SOURCES

KEEP CLIENTS UPDATED ON NEW HIV RELATED INFORMATION

PROVIDE CLIENT OUTREACH AND BE AVAILABLE FOR  
CLIENT RELATED MEETINGS AWAY FROM PSAG OFFICES

VOLUNTEER COORDINATOR

(REPORTS TO EXEC. DIR.)  
FULL TIME

QUALIFICATIONS / EDUCATION

ADMINISTRATIVE EXPERIENCE WITH VOLUNTEERS  
OR COMPARABLE EXPERIENCE WITH NON-PAID STAFF

EXPERIENCE WORKING IN OR WITH NOT-FOR-PROFIT ORGANIZATIONS

2 YEARS OF HIV, HOSPICE OR RELATED EXPERIENCE

EXPERIENCE IN DEVELOPING, PRODUCING AND PRESENTING  
TRAININGS TO GROUPS OF 15 OR MORE  
OR COMPARABLE TEACHER/FACILITATOR EXPERIENCE

COMPUTER LITERATE

JOB DESCRIPTION

DESIGN AND PRESENT VOLUNTEER TRAININGS AND TRAIN VOLUNTEERS  
FOR VARIOUS JOBS AS NEEDED BY THE ORGANIZATION

PROVIDE UPDATED AND ONGOING TRAINING FOR CURRENT VOLUNTEERS

ASSIGN VOLUNTEERS TO APPROPRIATE TASKS BASED ON THEIR PROFESSIONAL  
AND PERSONAL SKILLS AND INTERESTS

DEVELOP SUPPORT STRUCTURES FOR VOLUNTEERS

SUPERVISE VOLUNTEER ARM OF PASG FUND RAISING PROJECTS

MAINTAIN COMMUNICATIONS AND INTERACTION WITHIN THE VOLUNTEER COMMUNITY

FACILITATE A TWICE MONTHLY VOLUNTEER MEETING

DEVELOP OCCASIONS FOR VOLUNTEER APPRECIATION  
INDIVIDUALLY, AT THE END OF TASKS AND ANNUALLY AS A GROUP

SUPERVISE JOB PERFORMANCE OF VOLUNTEERS  
AND HOLD REGULAR JOB REVIEWS WITH VOLUNTEERS

WORK, AS APPROPRIATE, WITH THE CLINICAL DIRECTOR TO PROVIDE  
TRAINING AND SUPPORT FOR VOLUNTEERS

ASSIST THE VOLUNTEER COMMUNITY TO CREATE A VOLUNTEER  
ADVISORY BOARD AND WORK WITH SAME

OVERSEE OUTREACH SOLICITING NEW VOLUNTEER ENROLLMENT

ATTEND ALL CLIENT/STAFF MEETINGS

SCHEDULE AND ATTEND PRIMARY HOME HEALTH CARE MEETINGS

FOOD COORDINATOR

(REPORTS TO EXEC. DIR.)  
3/4 TIME

QUALIFICATIONS/EDUCATION

EXPERIENCED DIETITIAN OR NUTRITIONIST

AWARENESS AND INTEREST IN NUTRITION  
AS IT RELATES TO IMMUNE SYSTEM DISORDERS  
AND THEIR RELATED MEDICATIONS AND THERAPIES

FOOD PREPARATION EXPERIENCE

JOB DESCRIPTION

COORDINATE, DESIGN AND PREPARE CLIENT LUNCH PROGRAM

CREATE AND DEVELOP A SUCCESSFUL PANTRY (USING CLIENT INPUT)  
AND REQUISITE RESTOCKING AND DISTRIBUTION SYSTEMS

CONDUCT SEMINARS ON HIV, AIDS AND RELATED SUBJECTS  
IN RELATION TO NUTRITION

COLLECT AND MAKE ACCESSIBLE INFORMATION  
ON HIV, AIDS OR RELATED SUBJECTS AND NUTRITION

TO SEEK OUT, ACQUIRE AND DISSEMINATE NEW INFORMATION  
ON DIET AS IT RELATES TO CLIENTS

SCHEDULE WEEKLY-DINNER CHEFS AND PROVIDE THEM  
WITH NECESSARY FOOD GUIDELINES

DEVELOP DIETARY GUIDELINES

BE AVAILABLE FOR INDIVIDUAL CLIENT CONSULTATION  
ON PERSONAL NUTRITION

ATTEND MONTHLY CLIENT/STAFF MEETINGS

TRANSPORTATION COORDINATOR

(REPORTS TO EXEC. DIR )

QUALIFICATIONS/EDUCATION

CURRENT DRIVERS LICENSE

GOOD DRIVING RECORD AND SKILLS

COMPUTER LITERATE

JOB DESCRIPTION

ORGANIZE, TRAIN AND SUPERVISE VOLUNTEER DRIVER STAFF

WORK WITH CLIENTS TO SCHEDULE AND PROVIDE  
TRANSPORTATION APPROPRIATE TO THE NEED

LOG DAILY RIDES TO BOSTON

SCHEDULE CLIENTS AND DRIVERS FOR BOSTON RIDE

CREATE RIDE ITINERARY AND SUPPLY APPROPRIATE MAPS AND DIRECTIONS

MAINTAIN BOSTON HOSPITAL PARKING PERMITS

UPDATE BOSTON DRIVER LIST

UPDATE VAN POLICIES AND PROCEDURES

OVERSEE MAINTENANCE AND SERVICING OF VEHICLES

BILL MEDICAID FOR DIAL-A-RIDE CONTACT AND MAINTAIN RELATED RECORDS

WORK WITH VOLUNTEER COORDINATOR TO MAINTAIN AND TRAIN  
VOLUNTEER DRIVER POOL

OFFICE MANAGER

(REPORTS TO EXEC. DIR.)

QUALIFICATIONS/EDUCATION

GOOD PHONE SKILLS

COMPUTER LITERATE

WORK EXPERIENCE IN OFFICE ORGANIZATION

JOB DESCRIPTION

PROVIDE INITIAL RECEPTION OF NEW AND CURRENT CLIENTS  
BOTH IN PERSON AT PASG OFFICES AND ON THE TELEPHONE

ANSWER AND DIRECT TELEPHONE CALLS

MAKE APPOINTMENTS FOR CLIENTS AND STAFF AS NECESSARY

CONTACT AND ARRANGE VOLUNTEERS AS NEEDED

CHART ACCOUNTS AND PREPARE CHECKS

ASSIST IN THE EXECUTION OF DAILY LUNCH PROGRAM  
(COORDINATION OF VOLUNTEERS AND UPDATING CURRENT CLIENTS)

PREPARE, RECORD AND DELIVER BANK DEPOSITS

MAINTAIN RYAN WHITE FILES AND RECORDS

COLLATE MONTHLY DPH REQUIRED STATISTICS ON CLIENTS,  
TRANSPORTATION, HOMEMAKING ETC. FOR SUBMISSION

MAINTAIN FEMA FILES

MAINTAIN RECORD OF ALL FUND RAISING MONIES (PAYABLE/RECEIVABLE)

COLLECT AND SUBMIT PAYROLL INFORMATION FOR PAID STAFF

WORK WITH PASG ACCOUNTANT AS NEEDED

GENERAL OFFICE WORK: FILING, TYPING, SUPPLY INVENTORY



CLINICAL DIRECTOR

(REPORTS TO EXECUTIVE DIR.)  
FULL TIME (COULD BEGIN AS  
A HALF-TIME POSITION)

QUALIFICATIONS/EDUCATION

LCSW OR LICSW

COMPUTER LITERATE

HIV WORK EXPERIENCE PREFERRED

EXPERIENCE IN GROUP THERAPY

JOB DESCRIPTION

WORKS WITH EXECUTIVE DIRECTOR TO GENERATE AND MAINTAIN  
A HEALTHY AND EFFICIENT WORK ENVIRONMENT AND SOLVE  
INTER-STAFF CONFLICTS AND PROBLEMS

SUPERVISES THE CASE MANAGERS  
IN THE DESIGN AND EXECUTION OF  
THE SOCIAL WORK ASPECTS OF THEIR JOBS

ASSESSES THE IMPACT OF BEREAVEMENT ON INDIVIDUALS  
AND ON THE STAFF AS A WHOLE AND DEVELOPS  
APPROPRIATE PRO-ACTIVE AND REMEDIAL THERAPIES

DEVELOPS A FORMAT FOR AND ARRANGES ONGOING  
TRAINING FOR THE STAFF

PROVIDES SUPERVISION FOR THE SUPPORT GROUP  
FACILITATORS

ASSISTS AND ADVISES VOLUNTEER COORDINATOR,  
AS APPROPRIATE, IN THE DEVELOPMENT  
OF VOLUNTEER TRAINING AND SUPPORT STRUCTURES.

FACILITATES THE MONTHLY MEETINGS WITH STAFF  
AND INTERESTED CLIENTS

PURSUES APPROPRIATE CONTINUING EDUCATION  
AND NECESSARY CREDITS FOR LICENSE RENEWAL

REPORTS TO THE BOARD WITH THE EXECUTIVE DIRECTOR