



Women Organized to Respond to Life-threatening Diseases

JOB DESCRIPTION

Peer Advocate

FLSA Status: Non Exempt

The Peer Advocate is responsible for leading, implementing and integrating the Mission and Core Values of WORLD as well as AHF's Management Philosophy in the leadership of the programs within and outside WORLD and AIDS Healthcare Foundation.

Summary

As part of the WORLD staff the Peer Advocates work in partnership with health care providers in the Alameda County Family Care Network and provide mentorship to women living with HIV/AIDS. By providing information, practical assistance, and emotional support, the Peer Advocates build allied relationships with clients, promoting an on-going dialogue about HIV-related issues and living with HIV. In addition, Peer Advocates support clients' efforts to reduce stress and increase quality of life. A Peer Advocate supports clients' ability to make informed healthcare decisions by sharing knowledge about HIV in a non-directive manner, they offer resources and attend appointments with clients to role modeling active communication with physicians. The Peer Advocate keeps up to date information of current trends to best serve the changing needs of WORLD clients. Under the direct supervision of the Team Leader, the Peer Advocate works in cooperation with the Peer Advocate team and other WORLD staff as needed.

Essential Duties & Responsibilities

Includes the following. Other duties may be assigned.

- Co-facilitates WORLD client support groups as needed.
- Completes written documentation in a timely and efficient manner.
- Provides one-on-one peer counseling at WORLD and other designated sites.
- Helps clients' access services by providing referrals, accompanying to appointments or arranging for transportation.
- Provides non-directive information to clients about HIV disease, treatments, clinical trials, stress reduction and self-care strategies.

- Reminds clients of appointments and follow up after appointments to discuss concerns.
- Provides support and referrals for dealing with difficult issues (disclosure, parenting issues, relationship problems, pregnancy and HIV, substance use, adherence).
- Advocates for clients by bringing concerns to attention of their providers.
- Helps clients identify risk reduction strategies (safer sex, drug treatment, needle exchange, etc.).

Participation in Meetings/Committees

Attends meetings as assigned and/or requested by supervisor.

Supervisory Responsibilities

This job has not supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school degree or equivalent; first hand knowledge related to HIV/AIDS issues is a plus. Knowledge of harm reduction, healthy coping, and steps for networking with providers preferred.

Computer/Software Skills & Abilities

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, Power Point and Adobe Acrobat Reader.

Language Skills

Ability to effectively communicate with clients, medical professionals, paraprofessionals, and coworkers. Bilingual Spanish/English a plus.

Other Skills & Abilities/Qualifications

- Sensitivity to issues surrounding HIV and AIDS.
- Ability to work as a team player.
- Strong attention to detail.
- Excellent interpersonal skills.
- Able to work independently and follow established protocols.
- Ability to work with diverse populations.
- Sensitivity to multi-cultural and lifestyle issues.
- Strong organizational/prioritizing skills in a rapidly changing environment.

- Knowledge of harm reduction, health coping, and steps for networking with providers preferred.

Certificates, Licenses and Registrations

- Valid California Driver's License.
- Proof of liability insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACTIVITY	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			*	
Walk		*		
Sit			*	
Use hands to finger, handle, or feel				*
Reach with hands and arms				*
Climb or balance	*			
Stoop, kneel, crouch or crawl		*		

LIFTING/CARRYING	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		*		
Up to 25 pounds		*		
Up to 50 pounds	*			
Up to 100 pounds	*			
More than 100 pounds	*			

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	*			
Toxic or caustic chemicals	*			
Outdoor weather conditions	*			

Risk of electrical shock	*			
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Employee's Acknowledgement

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Employee Signature	Date
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