



**POSITION ANNOUNCEMENT
PEER ADVOCATE**

Department: Ryan White
Status: Full Time

Supervisor: RW Program Director
Date: March 22, 2018

POSITION SUMMARY: Provide peer support to individuals living with HIV/AIDS and their families to promote increased client involvement in their medical care.

REQUIREMENTS:

1. High School diploma or equivalent preferred.
2. Must be a previous or current client of Ryan White or eligible for Ryan White services and be willing to share HIV status and life experiences with clients.
3. Good writing, verbal and time management skills a plus.
4. Must be proficient in the use of computers and computer systems.

RESPONSIBILITIES:

1. Meet with newly diagnosed and out of care clients to provide peer support.
2. Provide follow up to new clients once they have been assigned a case manager.
3. Assist clients in navigating the HIV system of care.
4. Conduct ongoing contact with clients, including phone and face-to-face visits with clients.
5. Maintain and submit required documentation.
6. Maintain confidentiality and ethical practices at all times.
7. Promote and foster a welcoming and patient – centered environment.
8. Seek out and provide recommendations on how to improve the program.
9. Work collaboratively with staff to plan and implement client-centered supports.
10. Participate in all appropriate meetings, including community meetings on client's behalf.
11. Promote medical and treatment adherence and increased involvement with self-care by accompanying clients on medical appointments.
12. Encourage community involvement.
13. Follow all guidelines & procedures related to time and attendance management (clocking in & out, reviewing time card, requesting edit sheets, etc).
14. Report any significant concerns to supervisor.
15. Maintain training requirements and provide to HR for record retention.
16. Knowledge and understanding of Employee Handbook.
17. Provide an effective communication link between specific department staff.
18. Works professionally as a team member in conjunction with other department employees and center.
19. Perform other duties as assigned by supervisor.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CSMC is an EOE.

CLOSING DATE: Until filled.