



## JOB DESCRIPTION

### *Latinx Peer Support Specialist (Part Time)*

Reports to	Latinx Outreach Coordinator
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Must possess a high school diploma (or GED equivalent);</li> <li>• One year professional or volunteer experience working in public health, social work or related field;</li> <li>• Strong computer, data evaluation, and reporting skills;</li> <li>• Able to read, speak and comprehend English AND Spanish;</li> <li>• Reliable transportation, valid driver’s license, automobile insurance, safe driving record;</li> <li>• Knowledge of HIV, key populations, and a willingness to work with these populations and groups.</li> <li>• Knowledge of community HIV services and other resources, including existing social and behavioral health resources and referral agencies;</li> <li>• Ability to manage multiple responsibilities within limited time constraints;</li> <li>• Capable of administering HIV Rapid Testing devices;</li> <li>• Knowledge of client confidentiality and client rights according to Health Insurance Portability and Accountability Act (HIPAA);</li> <li>• Must pass background check and drug screen.</li> </ul>
Overall Mission	The Latinx Peer Support Specialist provides HIV prevention outreach, education, linkage to care, and HIV Counseling Testing and Referral Services (CTR) to at-risk populations; assists HIV-positive clients to access HIV Primary Care Services and support services.

#### **Job Specific Duties**

1. Works closely with HIV service providers to maximize screening and recruitment for Latinx individuals living with HIV in our service areas;
2. Engage clients into a coordinated linkage to HIV primary care services, as needed;
3. Provides weekly individual telephone calls to follow up with treatment adherence;
4. Coordinates transportation and assistance for social services and medical appointments;
5. Provides health and social supportive services as needed;
6. Provides interpretation and translation in Spanish;
7. Provides follow-up services for testing recipients in the form of post-test counseling, disclosure of test results, and referrals as appropriate;
8. Provides group meetings for Latinx individuals living with HIV, their partners, and family members, this includes health and medication-related education, advocacy, and social support through group meetings;
9. Maintains a strong partnership and collaboration with HIV service providers and other networks;
10. Assists clients in working with their case manager or treatment plan in determining the steps they need to take in order to achieve their goals;
11. Assists clients in developing empowerment skills and combating stigma through self-advocacy;
12. Assists with referrals for Latinx individuals living with HIV for immigration services and other legal assistance pertinent services for their needs;
13. Delivers outreach services where Latinx/Hispanic populations may gather – this includes preparation and distribution of educational, promotional, and recruitment materials;

- 14. Prepares various reports to facilitate contract, agency requirements, and productivity;
- 15. Other duties as assigned.

**Work Environment**

- 1. Schedule – Work hours are part-time and may occasionally include nights and/or weekends; varies based on the needs of the consumer, the consumer’s family, and the agency.
- 2. Physical Requirements – May lift up to 50lbs occasionally; prolonged periods of standing, sitting, stooping, and bending.
- 3. Safety/Environmental – Must be comfortable working with and alongside individuals and/or family members living with HIV (or other STI’s), 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 in person, and through all other methods of communication, in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. 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 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 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 is an equal opportunity employer.**

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Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature (or assigned designee)

\_\_\_\_\_  
Date