



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position
WILLOW Peer Facilitator
(Women Involved in Life Learning from Other Women)

Reports to	Prevention Coordinator
Minimum/ Required Qualifications	High School diploma (or GED); Effective verbal and written skills, be proficient in computer skills (including MS office programs), able to work flexible hours including some nights and weekends; Reliable transportation, good driving record, valid driver's license; Must pass drug and background screenings.
Preferred Qualifications	Experience with case management; Familiarity with resources for people living with HIV in Birmingham and surrounding areas; ties within the focus population.
Overall Mission	To provide primary and secondary prevention education and case management services to high risk-HIV negative individuals and individuals living with HIV/AIDS who reside in Jefferson County and surrounding municipalities. Identify effective and efficient means of marketing services to eligible persons in need.

About the Agency

AIDS Alabama was incorporated in 1986 with a mission to serve persons with HIV and to prevent the spread of HIV. The goals of our HIV/AIDS prevention outreach efforts are two-fold. One is to provide HIV/AIDS risk reduction information and early HIV testing to those not infected with HIV/AIDS but at risk, encouraging them to change behaviors that place them at risk for HIV/AIDS. The second goal is to provide ongoing support and resources to those already infected with HIV/AIDS that result in changing behaviors that may place others at risk for HIV/AIDS.

Areas of Responsibility

1. Conduct WILLOW sessions with, and under the direction of, WILLOW Facilitator;
2. Recruit women for participation in WILLOW intervention;
3. Work with WILLOW Facilitator, B-CHIP Coordinator, and participants to address barriers to retention and completion of the WILLOW intervention;
4. Provide referrals for social support needs;
5. Provide condoms;
6. Promote Every Dose, Every Day;
7. Participate in B-CHIP approved or coordinated testing events;
8. Attend all mandatory B-CHIP meetings;
9. Provide ARTAS intervention to clients;
10. Assists with data testing and input as needed or requested by the Project Coordinator;
11. Performs HIV/STD/STI tests;
12. Provides transportation for clients;
13. Maintains WILLOW space;
14. Assists other departments when needed;
15. Other duties as assigned.

Work Environment

1. Schedule: Work hours full time, including weekends, varies based on the needs of the consumers, the consumer’s family, and the agency.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be mobile including climbing stairs, able to read documents and respond to written communication, and able to 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

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to 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. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any 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 where 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