



**JOB OPENING**

**PEER EDUCATION SPECIALIST**

We are looking for individuals who are committed to ending HIV/AIDS in our community and serving individuals infected or affected by HIV/AIDS. If you are a team player, with good communication skills, a self-directed learner who is flexible and mission-driven we are interested in you participating in our efforts.

Please review the attached job description. If your qualifications match the position, please fax or email your cover letter and resume to:

**[HR@AFHOUSTON.ORG](mailto:HR@AFHOUSTON.ORG)**

**OR FAX TO 713-623-4029**

**NO PHONE CALLS PLEASE**

**ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON INC**

**Job Description**

**JOB TITLE: Peer Education Specialist**

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**Reports To: Program Coordinator – Priority Populations**

**Status: Exempt**

**Prepared by: ADP Total Source**

**February 7, 2014**

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**SUMMARY:**

This position is primarily responsible for conducting and facilitating the delivery of health education and prevention outreach activities to the intervention target population. This position also performs recruitment/outreach activities with identified high risk populations for counseling, testing, and referrals. This position's education duty concentrates on utilizing the Wall Talk Peer Education curriculum and Somebody Cares Training Manual. This position requires out-of-town/overnight travel and good judgment and independent thinking skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

**Outreach Coordination and Planning**

1. Implements interventions.
2. Plans Wall Talk and Somebody Cares trainings with TDCJ- Peer Education Coordinator.
3. Maintains training supply inventory to ensure materials are available when needed by project staff and partners.
4. Assists in coordination of volunteer activities specific to prevention education and outreach functions.
5. Assists in assessing and evaluation of community needs and develop plans for prevention interventions.
6. Assists in the implementation of program strategies that specifically address the peer education needs of the correctional and community agencies that serve offenders and the recently released target population.

**Direct Prevention and Education Duties**

1. Attends all required trainings for intervention and HIV/STD related trainings as needed.
2. Conducts training sessions with offender peer educators for Wall Talk, Somebody Cares, and other peer education modules within Texas prisons.
3. Complete all required Wall Talk trainings as well as Somebody Cares trainings per grant and foundations requirements.
4. Provide direct observation and monitoring of the offender peer educators delivering the curriculum to their peers.
5. Plan and facilitate the annual Wall Talk Conferences.
6. Administers pre and post-intervention survey in a timely manner according to contract.
7. Provides follow-up with newly trained peer educators via mail correspondence to increase retention among peer educators
8. Stays abreast of HIV, STD, HCV and related chronic disease trends in epidemiology, treatment and prevention methodologies.
9. Provides medically accurate and culturally sensitive risk reduction education and outreach activities to specified target populations following approved AFH protocols and curriculum.

**Compliance and Monitoring**

1. Follows AFH Policies and Procedures and maintain agency policies and procedures regarding confidentiality, consent, and grievance and client rights.
2. Maintains and submits in a timely manner concise documentation, consumer demographics, client feedback surveys, activity report forms, linked referrals, invoices and other required forms according to departmental standards.
3. Performs data entry to ensure compliance with funders

4. Submits required personnel paperwork and financial paperwork on time and accurately.
5. Follows all protocols as required by funding sources and additional protocols established by AFH.
6. Maintains records of administered incentives.

### **Networking**

1. Represents AFH in the community in like groups and/or other community liaisons.
2. Maintains contact with community leaders and agencies serving the target population(s) and assist with development of those relationships for the purposes of program maintenance and expansion.

### **Team Functions**

1. Supports other employees' efforts to serve clients and the community.
2. Acts as a cooperative member of the AFH team.
3. Attends department, agency-wide staff meetings and other meetings as scheduled.

### **SUPERVISORY RESPONSIBILITIES:**

This job has no 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

Associate degree or two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS:**

To perform this job successfully, an individual should be proficient on a basic level: Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (Prezi or PowerPoint).

### **OTHER SKILLS AND ABILITIES:**

- Ability to work as a highly cooperative member of a team to accomplish agency and program goals
- Ability to communicate professionally both verbally and in writing
- Ability to be culturally sensitive and linguistically competent in serving the needs of a highly diverse clientele including but not limited to all racial, minority, and ethnic groups, as well as substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations

- Ability to provide crisis intervention as a part of a team
- Ability to work as a highly cooperative member of a team of department staff and volunteers in the integration of services.
- Ability to form professional relationships with target population members.
- Ability to work flexible schedules, including evenings and weekends as needed, in the greater Houston area.
- Knowledge of general office practices and procedures.
- Ability to prioritize multiple tasks.
- Ability to use considerable judgment and initiative required to establish work procedures.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to perform routine bending/stooping while filing and performing office/outreach duties.
- Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
- Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
- Ability to hear and speak well enough to converse over telephone and while performing education and outreach duties 100% of the time.
- Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.
- Ability to lift up to 25 pounds

**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. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

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

**CORE COMPETENCIES:**

- Problem solving-Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical skills-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service-Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication-Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Leadership-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

- Quality Management-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Diversity-Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support-Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- Judgment-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing-Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quantity-Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality-Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability-Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative-Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation-Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

### **Supervisor/Management Only**

- Project Management-Develops project plans; coordinates projects; communicates changes and progress; completes project on time and budget; manages project team activities.
- Visionary Leadership-Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Change Management-Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation-Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Managing People-Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.
- Business Acumen-Understands business implications of decisions; aligns work with strategic goals.
- Cost Consciousness-Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Strategic Thinking-Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.