

Job Title:	Peer Support Specialist	FLSA Status:	Exempt
Reports To:	Associate Director of Communicable Disease and Reproductive Services	Union Position:	No
Approved By:	Director of Human Resources	Department:	HIV
Approved Date:		Jobs Supervised:	No

OUR MISSION is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles.

OUR VISION: St. John's Well Child and Family Center will be a leader, catalyst, and model for the best care, long-term community health improvements, and sustainable, health-enhancing system and structures in Los Angeles.

OUR CORE VALUES

Dignity

We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are to be protected.

Excellence

We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.

Well-Being

We promote and advocate for the full integration of our patient's physical and mental health with their needs as an active member of a vibrant and just community.

Social Justice

We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

JOB SUMMARY

Under the supervision of the Associate Director of Communicable Disease and Reproductive Services , the Peer Support Specialist is responsible for all aspects of South Los Angeles Youth Prevention & Empowerment Program (SLAY) planning and implementation, including but not limited to coordinating the Youth Community Advisory Board, SLAY events, outreaches, M-Sessions, etc.

This position is grant funded. The grant is scheduled to expire on 9/29/2022. The grant may or may not be funded again after that date. Your employment beyond the grant expiration date is not guaranteed. Should the grant not be funded, you are eligible and encouraged to apply for another position within the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements Youth Community Advisory Board at SJWCFC
- Responsible for the overall implementation of SLAY Program
- Coordinates SLAY program services and activities at SJWCFC and in partnership with collaborating agencies and the SLAY Core Group such as development and implementation of

the engagement plan to recruit SLAY Core Group members, outreach plan, and social media plan

- Creates the necessary infrastructure to advance the SLAY program (coordinate with agency providers and staff, implement trainings for providers and staff, and disseminate information)
- Conducts education/trainings for SLAY Core Group members, group facilitation, cultural competency, and practice M-groups
- Implements M-groups
- Provide PrEP, PEP, STI and other risk-reduction education to patients at risk for HIV
- Coordinates outreach formal and informal activities
- Work as part of the multidisciplinary care team to identify and follow-up with clients who do not return to the clinic for appointments, testing and results, and medication refills.
- Attend regularly-scheduled and impromptu meetings and maintain communication with care team members, Interventionist and supervisor;
- Provide and/or coordinate appropriate referrals and linkages to services.
- Maintain outreach and linkage logs according to program standards;
- Attend meetings, trainings, and other work-related events as needed; and
- Attend appropriate community resource meetings and trainings, as assigned;
- Work in collaboration with other departments when required;
- Conduct presentations and trainings to staff, patients, and community members in a variety of settings
- Some evenings and weekends required
- Other duties may be assigned or may be modified as business needs dictate

Supervisory Responsibilities

- This position has no supervisory responsibilities.

Responsibility to Team:

Actively support assigned team/department by participating in and supporting all team/departmental initiatives, proactively communicating with supervision, meeting assigned goals and objectives, and committing to embracing process improvement initiatives.

Responsibility to Organization:

Actively support SJWCFC by consistently meeting St. John's Mission, Vision, and Values; modeling positive interactions with patients, staff, and community; keeping informed of internal (e.g. policies and procedures) and external (e.g. legal or political matters) which may affect business.

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 & Experience

Education:

- Bachelors in Social Work, Public Health, or related field.

Experience: (Required)

- At least two years' experience providing coordination to grant and program activities and service, and knowledgeable about the population of focus.
- Experience and knowledge of working in underserved communities such as LGBT populations, communities of color, youth/adolescents, and those experiencing homelessness, substance abuse, and/or mental illness.
- Effective verbal and written communication skills.

- Ability to work independently and as part of a team.
- Sound knowledge of sexual and reproductive health topics (including anatomy, HIV/AIDS, STI's, contraception, and risk reduction).
- Knowledge of current best practices and standards of care as it relates to HIV/AIDS prevention and treatment.
- Computer literate
- Bilingual – written and speech (Spanish/English) strongly preferred.

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Licensure/Certification - Employees are responsible for maintaining individual certifications as required by job function or by law and provide verification and recertification when requested by management:

- Valid CA Driver's License and car required for travel to different clinic sites and community events

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. Bilingual English/Spanish (read, write, speak) preferred.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions. Synthesize complex or diverse information. Ability to interpret situations, characteristics, behavior, etc. and respond appropriately.

Computer Skills

To perform this job successfully, an individual should have strong knowledge of MS Outlook, MS Excel, MS Word, and Internet software. Experience with HMIS and CES strongly preferred.

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 sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this Job, the employee establishes and maintains effective work relationships with co-workers and customers, maintains regular attendance, understands and carries out

a variety of oral and written instructions, has knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, has the ability to learn office principles, practices, and methods, understands filing systems, including numerical, alphabetical, and chronological, learns a variety of procedures, policies, and services of the assigned work unit or program, performs assigned duties with efficiency and accuracy and maintains confidentiality. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

NOTE

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Signature

Print Name

Date