

PEER JOB DESCRIPTION*

▶ ABOUT THIS ACTIVITY

🕒 **Time:** 30 minutes

➔ **Objectives:** By the end of this session, participants will be able to:

- Understand the educational requirements, essential functions, and physical demands of a Peer Educator in a clinic setting

★ **Training Method:** Large Group Discussion

✓ **In This Activity You Will...**

- Lead the group by reviewing job description examples (10 minutes)
- Answer questions related to job description (10 minutes)
- Lead a group discussion to summarize (10 minutes)

✂ **Materials:**

- Laptop
- Projector/Screen/White Wall
- Handout – Peer Educator and Peer Advocate Job Descriptions

🔪 **Preparation:**

- Obtain a relevant peer Job Description or use one of the descriptions attached to this module
- Print handouts

Instructions

1. Reference the *Job Descriptions*.
2. Review each bullet, answer questions as they arise.
3. Explain that the Peer Educator job description may change depending on the Agency/Clinic focus as well as the target population that the peer program is going to reach. Example Peer Educator may work in a HIV Primary Care Clinic and work with clients who come in for their medical appointments. Or peers may work at a Community Based Organization to assist Ryan White Case Managers in finding resources for clients.

Summary

- Re-state the main knowledge points of the session.
- Wrap up the discussion



The main thing I need to do with a new client is determine what type of services they need—do they need case management, are they homeless, do they need some health counseling—so basically it's really sitting down with the person, getting to know what they need and what they hope to find at Christie's Place, then pointing them in the right direction.

Carol Garcia, peer at Christie's Place
San Diego, CA

* This module is part of the online toolkit *Building Blocks to Peer Success*. For more information, visit http://www.hdwg.org/peer_center/training_toolkit. This module comes from Missouri People to People Training Manual, 2008.

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SESSION HANDOUT

PEER EDUCATOR JOB DESCRIPTION #1

Title: Peer Educator	
Division: HIV Primary Care	Status: Part-time/non-exempt
Number of Employees This Position Supervises: 0	Budget Size: 0
Reports To: LaTrischa Miles	Date: June 19, 2006

General Summary

The Peer Educators are integral to the Treatment Adherence Program and provide specialized services in a professional environment. Peer Educators work to encourage engagement into care and support adherence to treatment by providing client centered individual and group level skill building activities to achieve client goals.

Minimum Requirements

- Must have a high school diploma/GED;
- Must have 1 year of experience in this or a related field;
- Must have experience in providing HIV peer education, HIV related volunteer work or completion of a leadership training program;
- Must have good interpersonal skills with the ability to relate to diverse groups of people and people on all levels;
- Must have the ability to work independently and seek guidance when necessary;
- Must have the ability to work within a multi-disciplinary team approach to health care;
- Must have good interpersonal skills with ability to relate to diverse groups of people and people on all levels.

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SESSION HANDOUT (cont.)

Essential Functions

- Maintain a client caseload of 5-10 HIV+ individuals
- Peer educators will provide individual contact with patients to identify and develop client directed treatment plan goals and monitor ongoing achievement of goals.
- Work collaboratively with primary care and case management staff to identify newly diagnosed patients who can benefit from peer support, by offering hope and living proof that living with the disease is possible
- Support patients in navigating the clinic system and community resources.
- Engage clients expected to start ARV regimens in an assessment of readiness for treatment, provide education on HIV medications, anticipated benefits/sides effects and importance of adherence. Assess patient needs upon onset of medication.
- Provide individual and group educational skill building opportunities to foster adherence to medications, identify strategies to improve adherence to health routines, communication with providers and additional issues to increase engagement in care and adherence to treatment ;
- Enhance engagement in care and adherence by assembling next day appointment charts, complete patient reminder and DNKA calls per Protocol and Operational Activities Manual;
- Maintain appropriate records and collaborate with primary care and treatment adherence specialist on patient concerns
- Maintain the bulletin boards in patient exam rooms and re-stock with health promotion and disease prevention literature. Participate in continuing HIV/AIDS education.
- Mentor and educate new peer educators
- Supports the mission and vision of the Kansas City Free Health Clinic; follow all clinic policies and procedures; attend individual and group supervision meetings
- Must adhere to all confidentiality policies. It is a direct violation of Clinic policy to share the names or case facts concerning any client, patient or volunteer of the Clinic with any other person with the exception of those actually involved in the care of the patient/client. Any release of confidential information to any other entity shall be preformed by authorized personnel only and shall be accompanied by proper written authorization from the patient/client;

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Physical Demands/Working Conditions

- Intermittent physical activity including walking, standing, sitting, lifting and supporting of patients.
- Incumbent will be exposed to virus, disease and infection from patients in working environment.
- Incumbent will be required to work at one of our two facilities and be responsible for their own transportation.
- Incumbent may experience traumatic situations including but not limited to psychiatric, dismembered and terminal patients.

My signature indicates that I understand that the above information is intended to describe the essential functions of the position and it is not intended to be an exhaustive list of all responsibilities, duties and skills required in order to perform the work required. I also understand that the Kansas City Free Health Clinic is an Equal Opportunity Employer and that the Kansas City Free Health Clinic is an “at will” organization and employment may be ended by either party with or without notice.

Signature and Date _____

Supervisor Signature and Date _____

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SESSION HANDOUT (cont.)

PEER ADVOCATE JOB DESCRIPTION #2

The role of the Peer Advocate is to provide a bridge between providers and clients (HIV-positive women) that facilitates the medical and psychosocial care of the client.

The Peer Advocate works in a team setting as one component of the clients coordinated care. However, the Peer Advocate is an advocate for the client, and maintains a relationship with the client that fosters trust and understanding distinct from a provider role.

The peer Advocate is expected to serve as a role model who provides reliable information, appropriate referrals, and emotional support to women who are infected with HIV or AIDS. Peer Advocates also help clients access services (medical, emotional, economic, and legal) and sometimes accompany clients to appointments or arrange for transportation as needed.

Required Qualifications:

1. First hand understanding of issues related to living with HIV or AIDS.
2. Familiarity with AIDS services in the city of _____.
3. Ability to work as part of a team, with other Peer Advocates at our Agency and with health care providers in clinical settings.
4. Honesty and genuine compassion for individuals living with HIV/AIDS.
5. Ability and willingness to accept direction from supervisor.
6. Good oral and written English communication skills.
7. Good telephone skills
8. Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.
9. Ability to maintain required work schedule, be on time, keep work area neat and be accountable for how time is used.
10. Ability to use good judgment regarding confidentiality issues.
11. At least one year clean and sober if addiction has been an issue.
12. Ability to advocate for clients by bringing concerns about services to providers' attention.
13. Ability to help clients identify risk reduction strategies (safer sex, drug treatment, needle exchange, etc.)
14. Strong knowledge of HIV disease, treatments, and substance abuse issues.

Preferred Qualifications:

1. Basic computer proficiency
2. Prior peer experience or peer education training.
3. Prior experience with record keeping.
4. Training certificate in HIV 101, Peer Education/Advocacy, HIV treatment is preferred but not required.