



Peer Navigator-Job Description

Position Title: Peer Navigator

Reports To: Executive Director

Classification: Hourly, part-time

Summary/Objectives

The peer support navigators is responsible for providing HIV, HCV, and STD testing, harm reduction education as well as support services to high risk community groups such as transgender, same gender loving, bisexual black people and injection drug users (IDU). This position will be responsible for developing and fostering community relationships to provide services within the community setting. The position will work alongside clinical care team staff to ensure preventative health services are provided to improve access, diagnosis, referral/coordination, linkage to care, and retention of care. (Must be available to work overnight occasional for club testing and flexible to work evenings as needed and during Pride month for 3- Large pride events.)

Essential Functions

1. Recruit transgender, same gender loving, bisexual black people and injection drug users (IDU) to participate in HIV prevention programs and HIV Testing.
2. Participates in community and cultural events targeting MSM/Gay/Bisexual men, distributing condoms, brochures, and awareness messages, and encouraging HIV testing
3. Develop and maintain relationships with community organizations, agencies, venues, business establishments and other stakeholders that focus on or have access to this population.
4. Conducts community HIV testing and HIV prevention counseling at various community and in-house events
5. Assist with reporting requirements including documenting data for reports, preparing reports and submitting data to funders
6. Assist with agency-wide activities as directed, including Meetings, and HIV/AIDS observance
7. Perform other duties as assigned

Competencies

- Listening to clients' concerns and sharing similar experiences
- Offering strategies for incorporating medications and diet changes into a client's daily routine
- Serving as a "voice of experience" by proactively addressing and discussing shared medical issues
- Modeling health behaviors
- Strong communication, coordination, and organizational skills



- Must respect and maintain confidentiality.

Supervisory Responsibility

This position does not currently have any supervisory responsibilities.

Work Environment

This job operates in a remote and/or office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This role requires the physical mobility to sit and walk for moderate periods of time and requires the ability to occasionally carry or lift objects weighing up to 20 lbs.

Position Type and Expected Hours of Work

This is a part-time position. Flexibility in hours is allowed, and the employee must work 20-25 hours each week to maintain parttime status.

Travel

This position will be expected have access to own transportation to travel throughout the service areas, as needed.

Education and Experience

- High School Diploma or GED Certificate
- Computer Training/Skills
- Ability to relate to a diverse population; outreach experience highly encouraged
- HIV & STI testing and counseling certification within 3 months of hire
- Phlebotomist Certification Highly Preferred

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of The Knights and Orchids Society, Inc (TKO) are employees “at-will”. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date



Manager/Supervisor

Date