



# POSITION AVAILABLE

## Peer Advocate

**Title:** Peer Advocate  
**Reports to:** Peer To Peer Program Coordinator

**Purpose:** The Peer Advocate will conduct outreach sessions with individuals living with HIV/AIDS who are “out of care” (defined as not receiving HIV medical care during the previous six months or longer.) We are seeking to hire individuals who are living with HIV/AIDS.

**Responsibilities include:**

1. Provide outreach services to HIV-positive clients who are not currently “in care” (defined as not receiving HIV medical care during the previous six months or longer.)
2. Provide information and referral services to HIV-positive clients who need help accessing HIV primary medical care, health insurance, medical case management and other support services.
3. Network with HIV clinics, AIDS service organizations, and other community resources to promote program services and establish collaborative working relationships.
4. Complete forms, client records and periodic reports required by funder.
5. Attend initial and ongoing trainings and meetings.
6. Other duties, as assigned.

**Knowledge, Skills and Abilities:**

1. Ability to provide outreach and advocacy services to low-income individuals living with HIV/AIDS.
2. Knowledge of HIV/AIDS, HIV clinics, HIV testing sites, AIDS service organizations, and other community resources for individuals living with HIV/AIDS and individuals at risk for HIV infection.
3. Knowledge of and skills using personal computer equipment and related software programs (Microsoft Word, Excel, Access)
4. Skill in planning such as identifying and sequencing action steps to achieve results.
5. Ability to develop and maintain budgets.
6. Ability to manage, prioritize and complete multiple tasks.
7. Ability to work effectively with co-workers as a team.

**Education and Experience Required:**

High school diploma or GED; one year of previous experience related to HIV/AIDS. Individuals living with HIV/AIDS are preferred due to the nature of this program.

**Hours:** 10-15 hours per week, including evening and weekend hours.

**Salary:** \$9.00 per hour, depending on previous experience. No benefits are included in this position.

**To apply, please submit**  
**resume with cover letter or complete job application by**  
**4:00 p.m. on Friday, April 13, 2012 (position open until filled) to:**

**The Aliveness Project, 730 East 38<sup>th</sup> Street, Minneapolis, MN 55407**  
**PH: 612-822-7946      FAX: 612-822-9668      [www.aliveness.org](http://www.aliveness.org)**