



## KANSAS CITY FREE HEALTH CLINIC JOB DESCRIPTION

<b>Position: Peer Educator</b>	<b>Exempt Status:</b> Non- Exempt	<b>Work Status:</b> Part Time
<b>Job Code:</b>	<b>Division:</b> HIV Primary Care	
<b>Reports To:</b> - Treatment Adherence Specialist		<b>Date:</b> January 21, 2003 Revised January 31, 2006 Revised June 8, 2006

Job Summary: The Peer Counselors are integral to the Treatment Adherence Program and provide specialized services in a professional environment. Peer Counselors work to encourage engagement into care and support adherence to treatment by providing education, resources, and mentorship.

### Duties and Responsibilities:

#### *Clinical*

1. Adhere to 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.
2. Peer counselors have scheduled office hours to complete office work, be available to meet with new clients, or provide one on one session with current clients.
3. Pull next day appointment charts, following the peer counselor standard operating procedures, complete patient reminder and DNKA calls.
4. Document information and relay pertinent information to treatment adherence specialist and/or provider.
5. Peer counselors carry a case load of individual clients and provide one on one support, education, and information.
6. Contact should be individually tailored to address treatment adherence issues of the client.
7. On average, peers should have weekly or bi-weekly contact with their clients.
8. Participate in continuing HIV/AIDS education and meetings.
9. Design and facilitate peer program-5 session groups that support treatment adherence issues.

#### Administrative

1. Follows all policies and procedures.
2. Completes all appropriate paper work in a timely manner (see Protocol and Operational Activities Manual).
3. Attends individual supervision meetings with Treatment Adherence Specialist.

4. Attends peer counselor team meetings.
5. Assists in providing education and training to other peers.

Education and Experience:

- Possess basic knowledge and understanding of HIV/AIDS treatment adherence related issues.
- Possess willingness and ability to acquire further HIV/AIDS education and training
- Must complete Peer Counselor training sessions.
- Must participate in ongoing peer counselor training
- Possess good communication skills: including verbal, phone, and written skills.
- Ability to interact with diverse groups.
- Strong interpersonal skills including the ability to demonstrate empathy.
- Ability to work independently and seek guidance or assistance when necessary.
- Ability to work with multidisciplinary team of medical professionals.

Physical Demands/Working Conditions:

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

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

Approved:

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Employee

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Supervisor/Manager

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Date

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Date