



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PEER NAVIGATOR

DATE POSTED: November 30, 2018

APPLICATION DEADLINE: Open until filled

Position #/Range: 4145/43.5

Union Status: Non-Union

Starting Pay/Range: \$14.49 - \$15.99 p. hr.

Status/Hours: FT/Non-Exempt

Hours of Work: Monday - Friday/8:00 a.m. – 5:00 p.m.

No. of Weeks: 52

Location: 286 Euclid Ave. Ste. 207, SD, CA 92114

Dept./Program: HIV/AIDS Case Management

Basic Job Assignment:

Under direction of the Program Director, the Peer Navigator works to meet the emotional and practical support needs of adults with HIV/AIDS and provides referrals and information to clients and identifies individuals who do not know their HIV status and/or individuals who know their status and are not in care and help them to learn their status and enter care. The Peer Navigator works closely with medical providers and community organizations and will work to eliminate barriers to care.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of challenges and needs of the HIV population. Awareness of HIV community resources and non-HIV specific resources for appropriate referrals. Cultural and socio-economic issues relevant to providing appropriate services to special population groups. HIV infection and social and emotional problems associated with HIV infection. Office protocol and equipment i.e. personal computer, fax machine, copying machine, calculator etc. Demonstrate positive, professional, and tactful communication skills. Demonstrate enthusiasm and motivate clients, establish and maintain effective working relations with clients and other staff. Set firm boundaries. Creatively solve problems. Ability to read, speak and write English (and Spanish if bilingual) with clarity of expression sufficient to communicate to employees and clients in clear and easily understood terms. Understand and follow written and oral communications. Be dependable, punctual and reliable. Use tact and discretion in dealing with clients. Be committed to company values and mission with ability to demonstrate those positively and proactively to clients, fellow employees and management in everyday performance and interactions. Act at all times with sensitivity to cultural diversity toward clients and fellow employees. Maintain absolute confidentiality concerning client information. Function independently and as a team member and to foster a positive working environment. Demonstrate empathy, consideration and respect for fellow employees. Use good grammar, spelling and case note composition skills. Present a professional manner and appearance. Demonstrate excellent organizational skills. Demonstrate excellent time management skills. Ability to respond appropriately in crisis situations.

Qualifications:

- A typical way of obtaining the knowledge, skills, and abilities above is through graduation from High School with a diploma or GED equivalency;
- Lived experience and a minimum of two years professional or volunteer experience in the field of HIV/AIDS or related field;



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Qualifications (continued):

- Demonstrated ability working with culturally diverse, low income or no income clients and unique populations is required.
- A valid California Driver's License with current, valid California automobile insurance;
- CPR/First Aid Certified;
- Valid TB test **required** upon hire and must be maintained every four (4) years;

Example of Major Functions:

- Maintains active client caseload each month;
- Provides one-on-one emotional support to clients;
- Assists clients to meet the objectives and outcomes for their care plans;
- Conducts outreach to target populations;
- Provides education;
- Provides clients with appointment reminders;
- Coordinates transportation needs of clients;
- Offers treatment adherence support in conjunction with the client's medical provider;
- Maintains monthly contact with each client;
- Maintains strict confidentiality;
- Under supervision and review of the Program Director, records client progress notes, progress objectives and progress outcomes;
- Maintains working knowledge of the HIV service delivery system in San Diego County and current navigation best practices;
- Provides referrals and information to clients;
- Supports clients in short and long-term goals;
- Conducts hospital and/or home visits when needed;
- Participates in case conferences;
- Identification of people who do not know their HIV status and linkage into Outpatient/Ambulatory Health Services;
- Provision of additional information and education on health care coverage options;
- Reengagement of people who know their status into Outpatient/Ambulatory Health Services;
- Superior customer service skills required;
- Enters necessary data and information into the ARIES database in the required time frame;
- Ensure that all client files are accurate, organized, auditable and stored in confidential file cabinets.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed, delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111, or scanned/mailed to: **recruiting@neighborhoodhouse.org**.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts, diploma, or foreign equivalency report, and/or certification to your application. Please only submit the documents required.

NOTE:

Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days; 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve a six (6) months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department