

QUEST CENTER FOR INTEGRATIVE HEALTH

WOMEN* OF WISDOM (WOW) PEER FACILITATOR: POSITION DESCRIPTION

Reports to: HIV Services Department Manager

Hours: 0.9 FTE (36 hours/week) Some travel required.

Salary: DOE, generous benefits including medical/dental/paid vacation and time off

For immediate hire. Position open until filled.



ABOUT THE POSITION:

The Women of Wisdom (WOW) program offers a community of support and sisterhood to women* living with HIV, and their children. Every Wednesday, WOW offers a rotating schedule of education programs, wellness workshops, and drop-in support groups with free childcare. The WOW Peer Facilitator is responsible for:

- 1) Developing and planning weekly programming and organizing the annual WOW wellness retreat
- 2) Facilitating process groups while maintaining a welcoming, trauma-informed community of support
- 3) Conducting outreach to the community to recruit new participants
- 4) Serving as a part time Peer Support Specialist to provide individual support for women who need help getting connected to, and being successful in, Mental Health and Substance Use treatment

This position requires excellent group facilitation and interpersonal skills and an ability to develop client-centered programming. Applicants must have a passion for advocating on behalf of HIV-positive women and be competent in providing LGBTQ+ and trans-friendly services.

FUNCTIONS AND DUTIES:

Direct Service Provision:

- Facilitate Wednesday WOW support groups in Multnomah County, and monthly WOW group in Clark County. Use group facilitation skills to foster healing and community-building among a diverse set of participants
- Support welcome efforts so that new participants feel included and become well-integrated
- Provide one-on-one support to female-identified Peer clients in their efforts to access and stay engaged in SUD services (this includes women both in and outside of the WOW program)
- Assess client needs and co-create goal plans accordingly
- Provide individual and wraparound care to help Peer clients fulfill their goal plans and be successful in treatment services
- Utilize cultural competency, active listening, and motivational interviewing skills to assist clients in reaching their treatment goals
- Travel with peer clients to and from appointments to provide support, as needed
- Help WOW women integrate into Quest's available services including Mental Health, Non-Opioid Pain Management, Outpatient recovery, and the HIV Peer Support program
- Make home or hospital visits to clients and assist with crisis management, when needed

Community Outreach and Engagement:

- Attend networking meetings to expand and nourish relationships with referral sources
- Conduct program outreach for new client referrals
- Be creative in efforts to find and identify positive women who may be isolated/without support
- Collaborate with community partners for annual AIDS Walk, PRIDE parade, and Holiday events
- Maintain a thorough working knowledge of, and relationship with, community resources for optimal client wraparound care

* Use of the term woman includes any person who identifies as such, based on their own gender identity and expression

Program Administration:

- Help to plan and develop wellness-based programs based on client feedback and expressed need
- Coordinate the attendance of weekly child care volunteers
- Help in planning, executing, and assisting with fundraising for annual events including the WOW Retreat, AIDS Walk, and WOW Holiday parties
- Complete chart notes and worklogs for client encounters. Submit all paperwork in a timely manner
- Attend regular clinical supervision and HIV team meetings
- Perform other duties as assigned/needed

MINIMUM QUALIFICATIONS:

- Experience facilitating support groups or group workshops
- Meet the definition of a Peer as defined by the State of Oregon Administrative Rule: A self-identified person in recovery from a mental health and/or substance use disorder, OR A family member of an individual who is a current or former recipient of treatment services.
- *Applicants in recovery from substance use must have at least 2 years sober*
- Knowledgeable about the challenges of living with HIV and a willingness to help support clients who are experiencing those challenges
- Willingness to become state-certified as a Peer Support Specialist (paid for by Quest)
- Ability to foster client feedback and incorporate wants and needs into program improvements
- Experience providing social services for people who identify as women
- Familiarity with providing trauma-informed care
- Cultural responsiveness regarding issues of race, gender, sexuality, ethnicity, and class
- Ability to manage time and meet deadlines
- Ability to work as a team member as well as independently
- Computer proficiency using Microsoft Office software (Word, Excel) and the internet
- Ability to effectively interact with co-workers and clients with diverse backgrounds
- Ability to maintain appropriate professional boundaries with clients and co-workers
- Must adhere to agency's code of conduct and non-discrimination policies
- Valid driver's license preferred
- Bilingual English/Spanish preferred, but not required

Strong candidates will be well-versed in local HIV/AIDS, Mental Health, and Addictions services, and have experience delivering programs to the LGBTQ+ population as well as cis- and trans-gender women.

Applicants should be able to relate to clients in a genuine, mutually respectful manner, while also demonstrating a high level of administrative and organizational competence.

HOURS:

36 hours per week (.9 FTE). **Due to program logistics, all candidates must be available to work on Wednesdays between the hours of 12pm and 7:00 pm.**

TO APPLY:

Please submit a cover letter, resume and 2-3 professional references to jdacosta@quest-center.org In the subject line, reference "WOW Peer Facilitator". We are unable to accept telephone inquiries regarding this position. Quest Center for Integrative Health is an equal opportunity employer. ***People of color and those who identify as LGBTQ+ strongly encouraged to apply.***