



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

JOB TITLE: Peer Meals Assistant

PAY RATE: \$15.69/hour

EMPLOYMENT STATUS: Part-time, 15-20 hours/week

REPORTS TO: Program Manager of Community Services

WHAT WILL YOU DO AS A PEER SUPPORT SPECIALIST?

You will provide programmatic support to ACT's Connections Wellness Center through facilitation of meals and psychosocial support services.

FUNCTIONS/OBJECTIVES:

- Coordinate meal service (breakfast and lunch) and serve lunch at Connections, ensuring timeliness and quality, including maintaining relationships with food providers
- Inventory food onsite for meals program and monthly development of shopping list
- Assist with shopping for food and supplies for Connections, including pick up of food items
- Maintain client charting system for food services, including acceptance and completion of incoming referrals
- Request of updated data as needed from providers/case managers
- Assist with the completion Ryan White quarterly reports
- Ensure the safety of clients, staff and volunteers by maintaining and enforcing client compliance with the Connections policies, procedures and safety manual
- Work collaboratively with other AIDS service organizations, ACT programs and social service agencies for program outreach
- Track daily client service data and enter necessary data into electronic record keeping system (CAREWare)
- Coordinate and assist with setup for meals, special meetings, activities and forums
- Provide support to clients who come to Connections, including signing in, completing referrals to needed services and communicating with center staff for client appointments
- Perform other duties as assigned

QUALIFICATIONS:

- Must be a person living with HIV/AIDS who is comfortable disclosing status and being a role model for PLWHA
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed

- Willingness and ability to work in a respectful manner with people of diverse backgrounds including, but not limited to race/ethnicity, socio-economic circumstance, religion, culture and sexual orientations
- Ability to maintain a calm, professional demeanor, diffuse confrontation, have excellent listening and interpersonal skills, and to effectively communicate both verbally and in writing
- Ability to work both independently and collaboratively with a high tolerance for ambiguity and change
- Working knowledge of HIV disease and HIV-related issues, including mental health concerns
- Experience working in a fast pace environment and ability to respond to changes in a timely manner
- Creativity, flexibility and ability to work as part of a team with excellent time management skills approach
- Ability to work with limited supervision (face to face and/or virtual) is expected
- Strong computer skills and ability to work in databases necessary, knowledge of CAREWare a plus
- Strong communication skills required, Bilingual (English/Spanish) preferred

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Peer Meals Assistant” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.