



FOR IMMEDIATE POSTING:

Job Title: Peer Mentor	Job Classification: Part Time/Non-Exempt
Department: Clinical Services	Reports To: Executive Director

Summary:

The Friends For Life's Peer Mentor will serve as a primary person of contact to provide support for newly HIV infected individuals and their families.

Specific Responsibilities:

- Directly interacts with and provides support for HIV infected individuals.
- Provides mentoring services to newly diagnosed individuals.
- Provides risk reduction counseling.
- Establishes a trusting relationship with HIV infected/affected men and women, through the Positive Living Center and the Nancy Fletcher Food Pantry.
- Initiate and maintain regular contact with clients.
- Assist with HIV testing.
- Acts as an information resource to HIV positive individuals.
- Acts as a liaison between the Positive Living Center, Nancy Fletcher Food Pantry and other community based agencies and organizations.
- Maintains accurate, up-to-date records of all client contacts.
- Maintains all client related information under strict confidentiality.
- Attends regular staff meetings.

Requirements:

- Must have a high school diploma or GED equivalent.
- Must have excellent communication skills.
- Must have excellent negotiation skills.
- Must have ability to work with all types of people
- Must have proven computer skills including Word, Excel, Outlook, PowerPoint and Internet Explorer.
- Must have own transportation and valid driver's license
- Must pass Drug Screen.

Contact Information and Procedure:

Mail, fax or e-mail application and resume along with a cover letter highlighting in detail skills and experience as well as salary requirements (do not simply say "negotiable"). Applications can be obtained at the FFL office or at www.friendsforlifecorp.org/employment.htm. Email applications in Word or Adobe only. Candidates will be selected for interviews on the basis of materials provided. Not all candidates will necessarily receive an interview.

Deadline for applications is: OPEN UNTIL FILLED, but priority will be given to those applications received by Dec. 29, 2009.

Send application materials to:

Email: gina.fortner@friendsforlifecorp.org

Mail: Human Resources

Friends For Life, 43 N. Cleveland St., Memphis, TN 38104

Fax: 901-272-7458

**Position contingent upon continued grant funding- EEO/AA/Drug-Free Workplace*