



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Peer Volunteer (2 positions)

Department: HIV CARE Network

Reports to: Director

Hours: Part-Time, 2 hours per week, including some evenings and weekends.

Position Summary:

Manhattan suffers from the city's second highest cumulative AIDS and living AIDS case rates. In 2008, 1,028 community residents were diagnosed with HIV. To combat these conditions, Union Settlement is the lead agency for the Manhattan HIV CARE Network, a consortium of more than 35 service providers in the community seeking to improve the availability, accessibility, quality, and coordination of services for people living with or affected by HIV and AIDS. The Volunteer Peer will conduct outreach and provide education support to the Manhattan HIV CARE Network, with special focus consumer recruitment. This position provides a \$60 monthly stipend and MetroCard for travel.

Responsibilities:

- Report to Network Coordinator and seek supervisory assistance to accomplish designated tasks.
- Collaborate with Network Coordinator in prioritizing assignments, reaching out to PWH/As, and other consumer groups and networks.
- Conduct necessary follow-up activities in a timely manner.
- Ensure that consumers within Manhattan are informed regarding the activities of the Network and its committees by distributing meeting calendars, notices, minutes and/or reports of meetings.
- Attend all Network General and Consumer Involvement meetings.
- Organize and maintain monthly activities report.
- Assist with maintenance of resource directory.
- Participates in trainings, workshops, and lectures.
- Additional duties as assigned by supervisor.

Qualifications:

- Excellent written and verbal skills.
- Strong computer skills.
- Excellent organizational ability, attention to detail, and interpersonal skills.
- Ability to work with a diverse population in an urban setting.
- Bilingual (English/Spanish).

To Apply:

Please send Cover Letter and Resume to:

jorduna@unionsett.org

Please indicate HIV Network Peer Volunteer in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER