



**Job Posting  
Peer Support Specialist**

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce we are currently hiring for an experienced Peer Support Specialist. This is a full-time, 1.0 FTE position, which reports to the Manager of Supportive Programming.

Responsibilities include: assessing client needs; providing information and referral; collaborating with housing case managers, medical case managers and other support services staff to develop client goal plans; assisting clients in carrying out the activities to fulfill their goal plans; completing forms and entering data into the agency database in a timely and accurate manner; working collaboratively with other CAP staff and community partners; and other duties as assigned.

The person in this position is stationed in the CAP main office but will travel throughout the six-county service area for meetings and client home-visits. Occasional evening and weekend work is required. This is a non-management, union-represented position.

**Required Qualifications:**

- ✓ Within 3 months of hire, successful completion of an Oregon Health Authority (OHA) Addictions & Mental Health (AMH) -approved Peer Support Specialist Training and certification as a Peer Specialist.
- ✓ Basic computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet.
- ✓ Excellent written and verbal communication skills.
- ✓ Knowledgeable about the lived experience of being HIV+ and willingness to share that experience.
- ✓ Knowledgeable about the lived experience of people with mental health issues such as (but not limited to) depression, substance abuse, or anxiety, and willingness to share that experience.
- ✓ If history of addiction, two years of sobriety.
- ✓ Ability to work with ethnic, racial, economic and sexually diverse populations and people who have experienced homelessness, mental illness and/or substance abuse.
- ✓ Good organizational and time management skills.
- ✓ Able to travel throughout the service area on a regular basis.
- ✓ Ability to work independently with accountability; exercise sound judgment and discretion.
- ✓ On occasion, be available to work evenings and weekends for required agency events.

**Preferred Qualifications:**

- ✓ Bachelor's degree in behavioral sciences field (social work, public or community health, psychology) or one year of relevant work, education, training or experience.
- ✓ Bilingual in English and Spanish.

**Compensation:** \$37,744 annually, depending on education and experience; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

**NOTE: This is a union represented position.**

**Closing Date:** Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
Peer Support Specialist  
520 NW Davis St., Suite 215  
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:

[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply