



WAYNE STATE UNIVERSITY

		ISSUED: 3/31/2022
TITLE: Housing Peer Support Associate	SALARY TABLE: SA	CLASS CODE: SA576
UNION: Staff Association – Local 2071, U.A.W.	SALARY GRADE: 3	EEO CODE: 50
JOB GROUPING: 50	FLSA: Non-exempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Assists with day-to-day operations of residence, oversees program activities for women, children and families, serves as a facilitator and promotes a welcoming environment. Assists residents with daily tasks, handles administrative responsibilities, and ensures compliance with policies, procedures and safety standards. This position specifically supports the Ryan White Part D Women and Children’s Housing Project that provides supportive housing for Women Living with HIV. Reports to Program Supervisor of Our Women Organizing Resources and Knowledge.

Essential Job Functions	% Time
Monitors residents and premises to ensure adherence to house rules and regulations. Conducts room checks for cleanliness including shared or common areas as well as bedroom areas. Receives and sends on community partners providing on-site services. Distributes mail. Performs cleaning and maintenance of common areas where group activities take place. Ensures housemates complete daily house chores. Assists residents during support services visits.	35%
Teaches harm reduction by providing Health Education Risk Reduction, assistance with navigating Ryan White Continuum of Care services, and emotional support to peers within the program.	20%
Participates in case conferences and psychosocial support activities to support and reinforce residents’ individualized care plans. Assists community partners during provision of on-site support services.	15%
Oversees cooking, cleaning, and maintenance of common areas by being present and available to assist and/or direct residents during these activities. Ensures the property is properly secured, and interacts with on-site maintenance technicians such as utility workers, lawn maintenance or snow removal services when needed. Handles inventory of items delivered to the home.	15%
Assists with orientation to the program goals and objectives by providing information on cooking and cleaning schedules, how to request transportation services, curfew, and accessing the Ryan White continuum of care services. Provides emotional support to residents and when appropriate shares experiences accessing health and human services.	10%
Performs other related duties as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

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Education

Requires completion of a high school diploma or General Education Diploma.

Experience

Housing Peer Support or Community Health Worker experience is preferred. Experience working with people with HIV is preferred.

Knowledge, Skills and Abilities

- Requires working knowledge of Ryan White Continuum of Care, other community-based governmental entitlement programs, and Housing & Urban Development Housing Opportunities for People with AIDS.
- Must be able to establish and uphold boundaries with staff and residents to ensure parity in treatment. The ideal candidate will have experience working with underserved communities
- Ability to exercise logical reasoning and creativity.
- Good working knowledge of Microsoft Office applications, virtual meeting platforms, and other technology devices, systems that support the project.
- Ability to assist with managing day-to-day residential and program operations.
- Ability to utilize communication and emergency systems.

WORKING CONDITIONS

- Works in residential environment.
- May be in physical contact with residents including residents with HIV.
- May be exposed to infectious diseases from contact with residents.
- May be required to wear safety gear, such as latex gloves, face masks, etc.

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