

## **Peer Program Coordinator Job Description**

*Responsible for coordination and operation of peer health service programs at KBFPC's R.E.C Room.*

### ***Requirements***

- Bachelor's Degree
- Ability to function well as a team member – working collaboratively and effectively with other staff and supervisors
- Non-judgmental disposition; ability to set aside one's personal values in order to provide positive youth development services with compassion and empathy
- Experience with program management, leadership, and *creative* program development skills.
- Must be able to thrive in a busy, loud and fast-paced work environment
- Knowledge in managing and prioritizing grant responsibilities and capabilities with excellent oral, written, and interpersonal skills
- Strength of character to maintain positive outlook through stressful and busy implementation season
- Ability to co-coordinate and co-lead with other staff, especially as relates to this project
- Commitment to the areas of reproductive health, STDs/HIV, healthy relationships, positive youth development
- Experience working with multicultural/ high risk youth and Alaska native youth
- Must be able to work an average of 15-20 hours/week
- Must be able to work a flexible schedule during school days and including evenings and weekends
- Must be able to provide management, education, facilitation, and training opportunities to peer educators.
- Must be able to coordinate with KPBSD staff and community partners for implementation of Resiliency Informed Sexual Health and Wellness Lesson Package with Peer Education model
- Flexibility to do jobs not always in the official “job description”;
- Awareness and practice of trauma stewardship

### ***Duties***

- Maintain interface with community partners and KPBSD staff to implement peer education presentations throughout the community
- Collect statistical data required for reporting and evaluation purposes
- Recruit, hire, train, empower, and supervise Teen Health Peer Educators
- Manage the planning, promotion and facilitation of health education services via public presentations with peer education model
- Coordinate the Peer educators in creating engaging presentations for educational purposes
- Represent KBFPC and the R.E.C. Room to all areas of the community
- Attend trainings and meetings be available for out-of-town opportunities when possible
- Willingness to stay updated on relevant information concerning reproductive health, peer education, positive youth development, trauma informed care, adolescent brain development, suicide prevention, self-regulating activities, adverse child experiences and resiliency etc.
- Provide services consistent with program goals, objectives.
- Complete required paperwork in a timely manner
- Assist in preparation of quarterly, semi-annual, and annual reports as required
- Develop and coordinate staff training programs and schedules
- Actively participate in preparation of grant proposals
- Network with professionals in the community to organize and facilitate community wide presentations with peer education model
- Implement policy and procedure manual, corrective program and personnel actions, as needed.

Pay rate D.O.E. and ranges from \$18 - \$21/hour

KBFPFC subscribes to the following beliefs~

- All health care should reflect respect for the dignity, worth, confidentiality, autonomy, and individuality of each human being;
- Preventative health is the first priority;
- Individuals have an active part in their health care; and
- HEALTH is to be considered a state of complete physical, mental, and social well-being and not merely the absence of disease. (World Health Organization).

***Kachemak Bay Family Planning Clinic***

**✿Mission Statement✿**

Kachemak Bay Family Planning Clinic is a member supported organization that provides broad access to reproductive health care services and education in a supportive and empowering environment.

*Rev. 6/2009*

***R.E.C. Room***

**✿Mission Statement✿**

Our mission is to facilitate healthy relationships, health education and healthy choices for youth in Homer.

*Established 2010*