

WANTED: A versatile PEER FOOD SERVICES ASSISTANT at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS PEER FOOD SERVICES ASSISTANT?

You will do a lot! Most importantly, you will coordinate meal service (breakfast and lunch) at Connections Wellness Center, a drop-in center for people living with HIV/AIDS. Coordinating meal service includes: ensuring compliance with food safety procedures, communicating with vendors, setting up meal area, serving meals, and ensuring clean spaces before and after meal service. You will also inventory food and supplies on-site, develop a shopping list, and assist with shopping.

But wait, there's more! You will maintain client physical and electronic charts for those who access food service, track daily client service data, and enter data into an electronic record keeping system (CAREWare). You will also ensure that clients comply with Connections Wellness Center policies and procedures, keeping clients, staff and guests safe.

To exercise your communication skills, you will work collaboratively with other AIDS service organizations, ACT programs and social service agencies to coordinate client care. You will also work collaboratively with the Director of Treatment and Care to assist with administrative support, special activities and meeting setup.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are a person living with HIV/AIDS and comfortable disclosing status as part of job duties
- Display strong interpersonal and communication skills and take a customer service oriented approach to interactions
- Are comfortable in a sex positive environment where HIV/STIs, sexual behavior, and prophylaxis are routinely discussed
- Take a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Ability to maintain a calm, professional demeanor, diffuse confrontation, have excellent listening and interpersonal skills, and to effectively communicate both verbally and in writing
- Working knowledge of HIV disease and HIV-related issues, including mental health concerns
- Ability to work both independently and collaboratively with a high tolerance for ambiguity and change
- Enjoy working in a fast paced environment with ability to respond to changes in a timely manner
- Have a working knowledge of computers



AIDS Connecticut

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BONUS POINTS IF YOU HAVE:

- A personal connection to AIDS Connecticut
- Have relevant past job experience
- Knowledge of CAREWare
- Capability to communicate effectively in Spanish

BENEFITS TO WORKING AT ACT PART-TIME:

- Dedicated, diverse and friendly co-workers
- Pro-rated paid time off and holidays
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking
- Discounts to cool fundraising events
- Opportunity to attend agency-sponsored events throughout the year (summer picnic and Halloween party at our Wellness Center)
- Casual office environment
- We even have a book club!

CAN'T WAIT TO JOIN US?

If so, please send your *thoughtful cover letter* and resume to apply@aids-ct.org with "Peer Food Services Assistant" in the subject line. Resumes received without a personalized cover letter **will not be considered**. The pay range for this non-exempt position is \$12.00 per hour for up to 20 hours per week.

Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.