



Peer Facilitator - Turning To One Another (TTOA)

Department:	Peer Engagement
Description:	TTOA is a working group of PHA Group Facilitators and ACW Staff committed to planning and implementing 1-2 peer led sessions/events per year to 10-12 PHAs per session/event with focus on positive prevention interventions.
Eligibility:	Identifies as a Peer (an individual with lived experience of HIV and/or Hep C and/or substance use and/or sex work) 18 plus years of age Willingness to attend required training Willingness to disclose lived experience Minimum commitment of 1 year
Time Commitment:	Bi-Weekly Working Group Meetings (held on Thursdays from 1:30-3:00 PM)
Training:	Basic Peer Training (Agency Overview, HIV 101, harm reduction) On-the-job training with Peer Engagement Coordinator Facilitator Training (TTOA)

What's in it for you?

- ✓ Develop skills & network in the AIDS service organization and nonprofit sector
- ✓ Perform meaningful work that impacts the community and our clients
- ✓ Work as part of a dynamic team and agency
- ✓ Opportunities to participate in events from the planning aspect
- ✓ Build organizational skills
- ✓ Occasional opportunities to participate in HIV/AIDS related training, conferences and/or events, and in service training at ACW
- ✓ Opportunity for a letter of reference and enhancement of portfolio

Responsibilities:

- ✓ Facilitate TTOA Working Group meetings with a co-facilitator (rotating)
- ✓ Plan agenda and discussion/training topics
- ✓ Make reminder calls/emails to PHA's on an ongoing basis



- ✓ Submit refreshment needs to Peer Engagement Coordinator at least two business days prior to group meeting
- ✓ Set up the room and coordinate group logistics, themes and/or any special planning
- ✓ Greet members as they arrive and interact with them throughout the session and complete a documented list of those in attendance
- ✓ Participate in the planning and execution of all TTOA events
- ✓ Tidy up the room after meetings

Required Skills:

- ✓ Excellent verbal and non-verbal communication skills
- ✓ Excellent interpersonal skills; open; engaging; empathetic
- ✓ Understand the importance of confidentiality and respect
- ✓ Enjoy interacting with others
- ✓ Clear sense of personal boundaries
- ✓ Must be reliable, accountable and able to work as part of a team
- ✓ Openness and respect toward cultural differences

Other Helpful Skills:

- ✓ Knowledge/experience related to event planning
- ✓ Leadership experience
- ✓ Previous event hosting experience

Signature of Peer: _____

Date: _____

The AIDS Committee of Windsor has an accommodation process in place that provides accommodations for peers with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact 519-973-0222 ext 121. This ensures that the appropriate accommodations are in place before you begin your peer role.