



Job Title: Director of Youth Peer Services	Date Updated: May 2021
Program/Department: Child and Family Support	Reports To: Executive Director

Position Description:

In keeping the Mental Health Advocates of WNY, Inc. (MHA) Vision and Value statements the Director of Youth Peer Services maintains a Mission driven approach and provides a message of hope, strength, and recovery to youth whose lives are impacted by mental illness through shared insight and experience.

Responsibilities include:

- Supports the work of the CFSP Director and fills in as Director as needed.
- Participates in grant writing process, tracking of goals and objectives, and reports to funders.
- Interviewing & Hiring Process
 - Create job application to be sent out to potential YPAs
 - Conduct interviews with potential YPAs
 - Work with Director on final selection and hiring
 - Create YPA orientation and facilitates YPA orientation with new hires
- Oversees the lead YPAs to maintain a weekly schedule which includes regular program locations and staff assignments, time off requests, upcoming events, trainings, presentations, health fairs, panels, etc.
- Approves timecards and time off requests.
- Works with lead YPAs to facilitates weekly YPA meetings
 - Meetings include discussing weekly schedule, support group topics, role playing, addressing concerns
- Leads the team in transitioning to billing Medicaid for services and transitioning to vendor services
- Delegates tasks and responsibilities to YPAs, and confirming progress and completion
 - Includes creating task lists and agendas
- Sets job expectations and standards which references MHAWNY
 - Includes referencing MHAWNY Employee Handbook and discussing policies and procedures
- Enforces job expectations and standards



- Works as a member of a committed team to coordinate peer-led educational and support programs for adolescents and young adults.
- Actively supports the diversity, equity, and inclusion goals and objectives of the agency
- Models and implement's youth-driven approach to services.
- Assists youth in engaging in planning their own care and having their voice heard.
- Compiles and maintains an up-to-date list of community supports for youth.
- Facilitates support groups, creates and presents school and other community programming, assists with workshops, parent trainings and family recreational activities to provide support alongside youth and family education.
- Provides support to youth participating in the Erie County Children's System of Care.
- Models and teaches advocacy and empowerment skills.
- Attends local, regional, and national training/conferences.
- Supports transition-age youth and shares knowledge of resources in the adult system.
- Actively participates in community meetings to represent the youth voice.
- Documents all activities.
- Reports to Director at least weekly on progress, issues and actions.
- Participates in weekly leadership meetings.
- Performs other duties as assigned.

Qualifications:

The following is a list of experience, technologies, credentials, skills and other items which are required for this position:

- 4 years of experience as a Youth Peer Advocate or qualified mental health provider.
- High School diploma or GED required, some college preferred.
- Previous leadership skills/experience preferred.
- Ability to demonstrate sensitivity and supportive approach to the needs of others.
- Evidence of the practice of a high level of confidentiality.
- Good oral and written communication skills.
- Excellent relationship building, interpersonal and coaching skills.
- Sound, independent decision making ability.
- Proficient computer skills in a Microsoft Office environment.
- Team-first attitude and a positive demeanor.
- Flexibility with schedule to include evening hours and weekends.
- Reliable transportation, travel required.



Travel Requirements

Mandatory: must possess a valid Driver's License with reliable transportation to travel within New York State, as well as nationally, if required.

Approved by:	
Date approved:	
Reviewed:	

Agency Website: www.mhawny.org

How to Apply: Please send a cover letter with resume to: mdubois@mhawny.org
MHA, ATTN: Career Opportunities Director of YPA ; 1021 Broadway, Buffalo, NY 14212