**Job Title:** Director of Youth Peer Services  
**Date Updated:** May 2021

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<th>Program/Department:</th>
<th>Child and Family Support</th>
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<td><strong>Reports To:</strong></td>
<td>Executive Director</td>
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**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.

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Agency Website: [www.mhawny.org](http://www.mhawny.org)

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