

JOB OVERVIEW

JOB TITLE	Youth Peer Advocate
DEPARTMENT	Youth Peer Advocate Program
LOCATION	Buffalo, N.Y.
DIRECT SUPERVISOR	Youth Peer Advocate Coordinator

GENERAL JOB DESCRIPTION

Provide peer support in person and online. Coordinate independent living skills, evaluations and trainings for transition-age youth with disabilities within Erie, Niagara, Genesee, Orleans and Wyoming Counties.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Monitor and facilitate WNYIL's online, youth peer support forum: WNYyouthresources.org.
2. Provide peer advocacy services to transition-age youth with disabilities.
3. Coordinate and/or perform independent living skills counseling and training.
4. Facilitate youth peer support and skill-building groups.
5. Coordinate and conduct independent living evaluations for transition-age youth with disabilities.
6. Inform individuals about various programs available to them and assist them in securing and/or maintaining benefits, such as vocational rehabilitation, social services, Medicaid, etc.
7. Identify housing options for transition-age youth.
8. Accurately document consumer services and required paperwork in WNYIL's electronic consumer record (ECR), within two (2) business days of the date of service.
9. Participate in maintaining a neat, clean and safe work environment.
10. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

- Must obtain a New York State Youth Peer Advocate Credential within the first year of employment.
- High school diploma, high school equivalency or a State Education Commencement Credential.
- This educational requirement can be waived by the certifying agency if the person has demonstrated competencies and has relevant life experience sufficient for the peer certification.

KNOWLEDGE & EXPERIENCE (if required)

- Be an individual 18-30 years old who has self-identified as a person who has first-hand experience with social, emotional, medical, developmental, substance use and/or behavioral challenges.
- Be able to use lived experience with a disability, mental illness, juvenile justice, special education, substance use disorder, and/or foster care to assist in supporting youth in their resiliency/recovery and wellness.

SKILLS & ABILITIES

- Be able to travel independently, via personal vehicle or public transportation, throughout Erie, Niagara, Genesee, Orleans and Wyoming counties.
- Must have basic level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- A desire to advocate for the rights of others is essential.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/ Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	20 hours per week. Schedule discussed with supervisor. Some nights and weekends required. Overtime rarely required.
CLASSIFICATION	Part-time, hourly, non-exempt, Professional staff. Rate: \$15-\$17/hr
BENEFITS	Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	WNY Independent Living values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency.

POSTING INFORMATION

Closing Date: August 4, 2021

Cover Letter and Resume Required to:

Tina Brown, CHRCO
WNY Independent Living, Inc,
3108 Main St.
Buffalo, N.Y. 14214
Employment@wnyil.org