

***JOB DESCRIPTION***

<b>Job Title:</b>	Family Peer Advocate	<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	FSS	<b>Reports To:</b>	Director of Family Peer Support

**Job Summary:**

Family Peer Advocates use their own personal experience in order to personalize care and assist parents and care-givers with understanding the services that will help promote and support the success of their child/children with emotional and/or behavioral challenges. FPA's help to empower parents/caregivers to attain the goals that they've identified through regular discussions and meetings. FPA's model strength based, family driven and youth guided care at all levels of contact with families, communities, and service providers. FPA's are responsible for consistent and timely submission of mission-critical documentation through our WELLIGENT EMR program. Other duties as assigned. Emphasis is made on FPA's becoming certified within six months of service to families through the Families Together NYC network.

**Essential Job Duties and Responsibilities:**

**1. Family Support**

Provide strength-based support to families at their homes or at a mutually agreed upon location. Using a strength-based approach by identifying with the family/caregiver goals they want to work on. Follow the Phases of Individual Family Support to determine when a family is no longer in need of one-to-one assistance.

**2. Community Resource Navigation**

Attend meetings with parents/caregivers when requested and when appropriate. Link and refer families to community-based services and supports as needed.

**3. Parent/Caregiver Training and/or Coaching**

Facilitate trainings in parenting skills. These may be in group settings or on a one-to-one basis. Facilitate support groups as needed.

**4. Accurate and Timely Documentation**

Maintain records in a timely manner as defined by the Director of Family Support Services, including the FANS assessment, Treatment Plans and Progress notes.

**5. Personal Professional Development**

Attend all required trainings and obtain NYS Family Peer Advocate Credential, if not already obtained. Attend committee meetings, health fairs, or other activities if requested.

**Education and Experience:**

- Minimum high school diploma with knowledge of community resources required.

- Personal or primary caregiver lived experience with mental health is preferred.

**Knowledge, Skills, and Abilities:**

- Strong analytical, critical thinking and decision-making skills.
- Capable of working both independently and as an interdependent member of a team.
- Ability to maintain confidentiality and support families without judgement.
- excellent oral and written communication skills.
- Individuals must demonstrate sensitivity, respect, and competency with diverse cultural backgrounds, social identities and practices of community members and be willing to participate in anti-racism focused diversity training to increase skills in this area.
- Computer proficiency including word processing, data entry, spreadsheets, and generating reports using standard software applications.
- Skill in planning and scheduling to establish deadlines and ensure the timely completion of several independent tasks and short-term projects.
- Ability to work some evenings and weekends.
- Reliable transportation.
- Bi-lingual in Spanish preferred.

**Equipment, Machines and Software Used:**

Driver’s License, clean driver’s abstract and reliable vehicle required.

Ability to operate various office equipment including computer, printer, telephone, fax machine, photocopier, scanner, and calculator.

Computer Software: Electronic Health Record experience, Welligent experience a plus; Microsoft Office to include Word, PowerPoint, Outlook, and Excel.

**Physical and Mental Requirements:**

- Ability to exert up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

***Disclaimer:***

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*

<b>I acknowledge that I have read this job description and have received a copy for my records.</b>	
<b>Employee Name:</b>	
<b>Date:</b>	