



Hillside

Non - Management Position Description

Position Title: Youth Peer Advocate	
Location/Affiliate: HCC	Position Number:
Reports To (Title): Supervisor or Program Manager	Department: FDC
Completed By: HR	Date: March 3, 2021
FLSA Status: Nonexempt	Date of HR Approval: / /
<p>Purpose: The primary responsibility of the Youth Peer Advocate is to serve as a peer mentor, positive role model and advocate supporting youth and young adults who are experiencing social, medical, emotional, developmental, substance use, and/or behavioral challenges in their home, school, placement, and/or community centered services. The Youth Peer Advocate will assist youth in achieving their goals and living healthy, self-directed lives. The role involves connecting with youth while working with a team in order to identify, advocate and act as a liaison between youth and other professionals and community natural supports.</p>	
<p>Essential Functions: The major duties of the job that constitute the fundamental tasks and or responsibilities of the position. Employees must be able to perform the essential functions of the position with or without reasonable accommodations.</p>	<p>Daily*=D Periodic=P Occasional=O</p>
1. Acts as a positive role model through education and modeling for youth on how to advocate for their needs and have a voice and choice in matters related to their lives.	D
2. Connects youth to community resources, services and natural supports by assisting in the development of a network for information and support.	D
3. Assists youth in developing skills to advocate for needed services and benefits to effectively resolve unmet needs.	D
4. Helps youth identify goals for their plan of care.	P
5. Works to assist youth in developing skills for coping with and managing psychiatric symptoms, trauma, and substance use disorders.	D
6. Assists youth with gaining and regaining the ability to make independent choices and assists youth in playing a proactive role in their own treatment (assisting/mentoring them in discussing questions or concerns about medications, diagnoses or treatment approaches).The Youth Peer Advocate will guide the youth to effectively communicate their individual perspective to providers and families.	D
7. Completes all required paperwork in a timely manner.	D

8. Participates in group meetings to serve as an advocate and subject matter expert on peer support services, needs and issues faced by youth.	O
9. Attends supervision and team meetings.	P
10. Meets with youth one on one, in small groups, and in meetings.	P
11. Co-facilitates skill building groups and trainings for youth.	P
12. This job description is not exhaustive. Employees may be required to perform other duties as assigned.	

***Daily =** What the position does every day.

Periodic = What the position does regularly – every few days, every week or every month.

Occasional = What the position does every several months or on an annual basis.

<p>Job-Related Qualifications</p> <p>The Youth Peer Advocate must be at least 18 years old and have (1) personal life experience in child serving systems (juvenile justice, mental health, child welfare, and education) and (2) the ability to positively and appropriately self-disclose regarding that experience. Local travel as required.</p>
<p>Education:</p> <p>Required: Please Choose Area of Study:</p> <p>Preferred: High School or GED Area of Study:</p> <p>Note: Proof of any required education degree will be required pre-employment and, as required, during employment.</p>
<p>Licenses or Accreditation:</p> <p>Required: NYS Driver's License meeting agency standards</p> <p>Note: Proof of any required license and/or accreditation will be required pre-employment and, as required, during employment.</p>
<p>Prior Experience:</p> <p>Required: Years: None Type:</p> <p>Preferred: Years: 1-3 Type: Previous volunteer or work experience</p>

Competencies: This section, by reference, includes the applicable Hillside Professional Competencies. (A copy of the competencies is available in the Human Resources section of the Intranet.) In this section, you should include the job-related competencies from the Performance Management Partnership (PMP) process. You may also select an Hillside professional competency for emphasis that has particular emphasis in this position.

1. Personal life experience in child serving systems (juvenile justice, behavioral/mental health, child welfare, and drug & alcohol, etc.), and the ability to positively and appropriately self-disclose regarding that experience.
2. While comfortable at self-disclosure, understands and adheres to agency confidentiality requirements.
3. Demonstrates flexibility and ability to adapt to various situations.
4. Demonstartes a capacity for being open minded, creative, and has problem solving skills.
5. Excellent communication skills including both written and verbal.
6. Has a familiarity with youth and family systems.
7. Has a familiarity with youth and family dynamics/relations.
8. Ability to set and follow a schedule.

Physical Requirements: Complete the area below using your best estimates.

Duration	OCCASIONAL (0-33%)				FREQUENT (34%-66%)				CONTINUOUS (67%-100%)			
	<30 min	1 hr	2 hr	2.5hr	3 hr	4 hr	5 hr	5.5hr	6 hr	7 hr	8 hr	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking		x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In each row, check the box that best describes this position:	NONE	OCCASIONAL 1 - 2.5 hr.	FREQUENT 2.5 - 5.5 hr.	CONTINUOUS 5.5 - 8 hr.
Balancing	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Bending/ Stooping	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Crawling/ Crouching	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pulling/ Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Forward or Down	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Running	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lifting and Carrying:

Required	Distance	Heaviest Lb.	Frequency	Most Frequent lb.	Frequency
Lifting	Varies	20lb.	Monthly	5-10lb.	Daily
Carrying	Varies	5-10lb.	Daily	5-10lb.	Daily

Manual Dexterity:

Activity	Rt/ Lft Both	None	Occasional 1 - 2.5 hr.	Frequent 2.5 - 5.5 hr.	Continuous 5.5 - 8 hr.
Simple Grasp	Both	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Fine Manipulation	Both	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

<p>Is there exposure to extreme changes in temperature or humidity? <input type="checkbox"/> Yes x No</p> <p>Is there exposure to dust, fumes, gases or chemicals? x Yes No***</p> <p>Is there work at heights? <input type="checkbox"/> Yes x No</p> <p>Ability to change positions as needed? x Yes <input type="checkbox"/> No</p> <p>Protective clothing or equipment required: No</p>
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Special Considerations:

<p>***May be required to attend community meetings or home visits that may occasionally expose employees to cigarette smoke or household cleaning products.</p>
