

Job Description Family and Youth Peer Support Program

Position: Family Peer Advocate
Supervisor: Peer Advocate Supervisor
Employment Terms: Part-time, non-exempt, at will employee
Start: Immediate Hire

Overview:

The Family and Peer Support Program is a new program that will serve families and children throughout Manhattan through a Network of Alliance Partners. The Family Peer Advocate will work directly with families facing challenges with the goal of supporting their access to services and completion of personal goals.

Family Peer Advocate will have first-hand experience as the primary care-taker of a child with social, emotional, developmental, substance use, and/or behavioral challenges and is trained and credentialed to provide the support services above or complete credentialing within 18 months.

Youth Action YouthBuild, an East Harlem-based nonprofit which supports Opportunity Youth and provides low income rental housing for formerly homeless families and people living with HIV/Aids will oversee **the Family Peer advocate** assigned to work in the Northern Manhattan area. Ideal will have firsthand knowledge of neighborhoods within Northern Manhattan.

Responsibilities/Duties

- Assist families with a child(ren) who has a behavioral, developmental, educational, social, emotional or substance use challenge in identifying strengths and needs and develop goals to promote optimum health and wellness.
- Work with 130 unduplicated families annually.
- Support families in accomplishing their goals including considering different solutions or strategies when children/families do not progress.
- Facilitate groups/workshops and hold individual one-on-one peer support sessions to bolster parent's/caregivers strengths, wellness and resiliency and promote positive parenting and better meet their children social, emotional and/or developmental needs.
- Coach and model parental self and child-advocacy when navigating and managing systems.
- Coach and model shared decision-making and skills to support collaborations.
- Encourage and support the youth and family's active involvement in their treatment plan and use of community resources.
- Accompany youth and families to meetings/school and appointments as needed.
- Support and encourage family and youth participation in community, regional state, national activities to develop their leadership skills. Encourage civic stewardship.
- Connect Parents/Caregivers to support systems within their own community.

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- Support connection to leisure and recreational activities, faith-based institutions and cultural activities and organizations.
- Conduct outreach activities and participate in community events.
- Make referrals and connect families to needed services and supports.
- Document and report on all outcomes and goals in electronic data system as required by program.
- Attend regular supervision and staff meetings, trainings and organization meetings as directed by program leadership.
- Participate in community level committees/forums to represent the youth's perspective and influence policy.
- Perform other duties assigned by supervisor

Qualifications

- Must have a minimum of a high school diploma or HSE
- Two years of relevant lived experience and be a Certified Peer Leader within 18 months of hire.
- Must have experience as a parent/primary caregiver of a child with social, emotional, developmental, substance use, and/or behavioral challenges and is trained and credentialed to provide the support services above.
- Ability to effectively outreach and engage peers.
- Knowledge of community resources and experience navigating public serving systems.
- Proficient with Office 365 and ability to document in electronic case record system
- Bilingual in English and Spanish, Chinese, Creole, or Bengali

Hours: 18 hours per week- Generally during 9 AM to 5 PM, Monday through Friday with at least one evening until 8PM, some Saturdays and Holidays. Must be able to work flexible hours based on the needs of families.

Salary: \$20k

We are committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

ACKNOWLEDGEMENT:

"I have read the above job description and can perform the stated responsibilities and essential job functions without accommodations."

Mark one:

Yes, I can.

No, I require these specific accommodations (Please detail):

2/01/2024



Name:
Signature:
Date:

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