



Job Description Peer Advocate Program Supervisor

Position Title: YAYB FYPS Peer Advocate Program Supervisor
Supervisor: FYPS Program Director/Manhattan Alliance Coordinator
FLSA Status: Non-Exempt, at-will employee, p/t hourly wage (17.5 hrs. p/week), Hybrid (remote/in person)
Salary: \$27.50 per hour
Position Start: October 2024

Program Overview: Youth Action YouthBuild East Harlem (YAYB) is committed to helping low income New Yorkers become dedicated, responsible, educated, accountable, motivated and self-sufficient, by assisting them in obtaining their HSE's, obtaining post-secondary education, gaining industry credentials, securing sustainable employment and sustainable rental housing in the East Harlem area.

Youth Action's primary program – Youth Action YouthBuild program consists of the following components: HSE classes, construction training, job readiness preparation, life skills classes, job placement assistance, vocational and self-development counseling, college preparation and placement assistance, mentoring, and community service activities. YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people work toward their HSE certification, learn job skills, serve their communities by building and/or renovating affordable housing, and transform their own lives and roles in society.

YAYB has collaborated with University Settlement (US) to support the deployment of Peer Advocates in the neighborhoods of Harlem charged with connecting young adults and young families to vital support services and offer assistance with navigating social service systems. Established in 1886 as the first Settlement House in the United States, University Settlement supports over 40,000 New Yorkers every year to build on their strengths as they achieve healthy, stable, and remarkable lives. For over 130 years, US has collaborated with an array of partners to pioneer highly effective programs that fight poverty and systemic inequality.

Position Summary: Part time supervisor to oversee the successful implementation of the Family Youth Peer Support (FYPS) program at YAYB. FYPS is a comprehensive initiative funded by The Department of Mental Health & Hygiene, dedicated to addressing the challenges faced by families and youth experiencing socio-economic difficulties. FYPS's primary objective is to provide wraparound services, support, referrals, and workshops to those in need. The supervisor will oversee the assignment and deployment of (1) F/T Youth Advocate and (1) P/T Family advocate in the neighborhoods of Harlem and Upper Manhattan. The supervisor ensures that the Peer advocates are successful in the delivery of

contracted outcomes, provides regular supervision coaching and guidance and coordinates with the University Settlement team the inputting of program data and metrics and the development of social service networks for the area.

YAYB Advocate Program Supervisor Responsibilities: The Program Supervisor oversees the Family Peer Advocate (FPA) and Youth Peer Advocate (YPA) assigned at Youth Action YouthBuild and coordinates with the lead site, University Settlement. While the Program Supervisor will provide the necessary components of peer work, such as giving recovery-oriented peer services, skill-building, ethical problem solving, optimizing professional growth, and performing administrative duties, these are the listed responsibilities of the role.

- Manages day-to-day operations of YAYB Peer Advocate program.
- Assist with preparation of annual program goals/metrics.
- Develop and implement strategic planning for successful outcomes.
- Manages and mitigates risks to ensure compliance within scope of work and YAYB/US policies.
- Report program status and escalate challenges to upper management as needed.
- Coordinate the dependency management between different projects in the program.
- Receives new referrals for Peer Advocacy Program and assigns appropriate staff upon receipt.
- Provides support with registering participant and intake information into Electronic Health Record system, MAVEN.
- Oversees the Maven portal to ensure all cases with youth & families are inputted to its entirety and signed, promptly.
- Develop detailed project plans and tracking progress.
- Analyzes data using statistical techniques to view trends monthly alongside Data Analyst.
- Provides supervision, training, and clinical support to Youth and Family Peer Advocates; serves as the Peer Advocacy Programs lead.
- Coordinates with other providers, including but not limited to schools, juvenile justice, Administration for Children's Services, foster care, and mental health services.
- Establishes and maintains relationships with stakeholders.
- Conducts outreach with staff.
- Provides crisis intervention within the participants including de-escalation, safety planning, and engagement with aftercare.
- Conducts individual and team-staff meetings on a weekly and monthly basis.
- Attend all required meetings and trainings on a monthly basis.
- Works closely with all Alliance partners and US programs to link families with services.
- Other duties as assigned.

Qualifications:

- BA degree required/Masters will be a PLUS
- 5+ years in social service/peer advocacy field.
- History of documented outstanding leadership/organizational skills.
- Peer Advocacy lived experience required.
- 5+ years of administrative/budgeting experience.
- Detailed knowledge of peer support.

- Proficient in creating trackers.
- Excellent Problem-solving ability, written and verbal communication skills.
- Supervisory or leadership skills required.
- Computer literacy, data entry, and professional oral and written communications skills required.
- Bilingual preferred (Spanish or French).
- Strong time management and organizational skills required

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. All YAYB employees are vaccinated in accordance with the laws set for by the City and State of New York.

PHYSICAL REQUIREMENTS

This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials • While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time and the climbing of stairs. Mobility and ability to travel around the City, regionally and nationally as needed is also required. The Supervisor may be called upon to help diffuse and intervene during possible physical altercations as needed.

Hours: *Monday, Wednesday, Friday (Some Saturdays for events) 17.5 hours per week*

*I have read the above job description and can perform the above responsibilities **with or without** (circle one) accommodations.*

Sign:

Date: