



FOTM

Families On The Move of New York City, Inc. (FOTM)

*Yesterday, Today, Tomorrow...Families On The Move.*

## **Peer Family Advocate Job Posting**

***Are you a caregiver/parent of a child or youth that has struggled with mental health, social-emotional, or behavioral challenges?***

***Has your child struggled in school?***

***Did you know where to get help when you needed it?***

***Have you had to take your child to the hospital because of their behaviors?***

**You can be a Family Peer Advocate with Families On The Move of New York City, Inc. (FOTM).**

**We are looking for passionate and engaging individuals who want to help others to join our Peer Advocacy organization.**

The Peer Family Advocate of FOTM provides education, support, and advocacy to families who have a child or young adult living with or at risk of behavioral health, mental health, and or substance abuse challenges.

We are seeking a full-time Peer Family Advocate for our Community Residence campuses in the Bronx (Bruner and Holland Avenue) and for our Queens location (Bellerose, NY). A Peer Family Advocate should be a parent, grandparent, or caregiver of a child that has utilized services for their child's behavioral and or mental health.

### **Duties and responsibilities**

- Support caregivers by disseminating information and referrals or by providing linkage to appropriate agencies or providers as needed.
- Help families navigate the education, behavioral health, addiction, juvenile justice, and child welfare system.
- Provide necessary skills and information to families so they can advocate effectively for their children.

- Work with caregivers to develop goals and a plan of care to support the mental well-being of the child and family.
- Meet with families in their homes and/or in the community to provide support.
- Documents all activities in the AWARDS EHR database, including, plan of care, progress notes, and family needs assessments.
- **Peer Engagement.** The ability to connect and engage with parents, families, and caregivers of youth. Peer engagement is 90% of the Peer Family Advocates' role and responsibility. This also includes engagement with staff and partner agency staff.
- The Peer Family Advocate is required to complete the Family Peer Advocate Credential, PEP training, FDC training (and successfully pass the exam), OMH New Employee training, Safety In the Community training, FOTM's Just the Basics Advocates' training, EHR AWARDS training, Mental Health First Aid, and Peer Recovery Coach training within one year of initial hire date if they have not done so already, and any other additional training identified.
- Ability to complete paperwork promptly, flexible, willing to travel, and engage and work well with others.
- Performs other duties as assigned.

### **Qualifications**

*The following is a list of experience, technologies, credentials, skills, and other items which are required for this position:*

- Should be a parent/caregiver of a child, adolescent or young adult who has mental health and or behavioral health and or substance abuse challenges.
- Must be able to pass the following clearances: Staff Exclusion List (SEL), State Central Registry (SCR), and the Justice Center Criminal Background Check (CBC).
- Broad knowledge and experience in the mental health system or the willingness to learn.
- Good networking experience.
- Ability to demonstrate sensitivity and a supportive approach to the needs of others.
- Ability to practice a high level of confidentiality.
- Proficient oral and written communication skills.
- Excellent relationship-building, interpersonal and coaching skills.
- Ability to travel via public transportation between sites/campuses.
- Sound, independent decision-making ability.

- Team-first attitude and a positive demeanor.
- Proficient computer skills in Microsoft 365 (Word, PowerPoint, One Drive, etc.) are a plus.
- Flexibility with schedule to include evening hours and weekends.
- Authorized to work in the United States and possess a valid state or government photo ID.
- Must be able to work autonomously with minimal direct supervision.

FOTM is an equal-opportunity employer. People of diverse backgrounds, races, ethnicity, and

gender and those who speak a second language are encouraged to apply. Due to the nature of our work within the New York City Children Centers, per the Office of Mental Health and Hygiene (OMH) all FOTM employees must be fully vaccinated (two doses) against COVID-19 in order to be permitted to work.

The Peer Family Advocate reports to the Program Coordinator or others as assigned.

**Position Status: Non-exempt**

**Employment is At-Will**

Please email your resume and cover letter outlining your experience as a parent or caregiver of a youth living with or at risk of mental health and or behavioral challenges and or substance abuse challenges to:

Mr. Arif Holmes, Director of Human Resources

Email: [hr@fotmnyc.org](mailto:hr@fotmnyc.org)

Fax: (718) 447-6539