



FOTM

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

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

## **Peer Family Advocate Job Description**

The primary job function of the Peer Family Advocate is to: advocate, communicate, and address the needs of families with children and youth that have emotional, behavioral, mental health and or substance use challenges who are receiving services at the NYCCC including South Beach Psychiatric Center and Astor Case Management Services. The Peer Family Advocate also provides transitional services and educational workshops to families. Promotion of quality services, family empowerment, and provision of support to family members are essential features of this position. In order to meet the diverse needs of families served schedules may vary, and staff can be reassigned at any time based on program needs. Peer Family Advocates are mandated reporters and must follow the guidelines of reporting child abuse and or neglect.

### **Qualifications/Requirements**

Must have:

- A High School Diploma, or its equivalent (GED), college experience is a plus; good verbal and written communication skills.
- Be a parent of a child with a serious emotional and/or behavioral challenge and have experience navigating the children's mental health, substance use, juvenile justice, special education and or child welfare systems as well as other child-serving and family serving systems.
- Experience working closely with families advocating with, and on behalf of with youth who have emotional, behavioral, substance use and or mental health challenges
- Experience in either of the following child various serving systems: Mental Health, Child Welfare/Administration for Children's Services (ACS), Juvenile Justice, Substance Use, Office of Children and Family Services, and or Special Education
- The ideal candidate must also pass the State Central Registry for child abuse and neglect and the Criminal Justice's fingerprinting process
- Family Advocate will be required to complete PEP training, FDC training, OMH New Employee trainings, Safety In the Community training, FOTM Just the Basics Advocates training, and Peer Recovery Coach training within one year of initial hire date if they have not done so already, and any other additional trainings identified.
- Able to complete paperwork in a timely manner, flexible, willing to travel, and able to work well with others.
- Computer literate

## **Peer Family Advocate (Job Description) cont.**

### **Responsibilities include but are not limited to**

- Collaborates with others to develop and publicize family support groups, recreational activities, educational workshops/trainings.
- Advocate with families to assure that their needs are being met.
- Outreach and presentations to schools, and other community based providers as needed.
- Develop and facilitate support groups, and provide educational workshops.
- Organize and support social and recreational activities organized for families.
- Provide youth with face-to-face and telephone support, information and referrals as needed.
- Maintain and organize a list of community and other resources.
- Maintain confidentiality of information in records of families in program and; follow and abide by all HIPAA laws and regulations.
- Assist families with transitional services and linkages to community resources.
- Attend monthly citywide family advocate meetings.
- Attend annual family support state, and national conferences.
- Work with socially, economically, culturally and ethnically diverse groups in a mutually respectful manner using a strength-based approach.
- Participate on morning rounds meetings, councils, committees and workgroups representing youth voice when needed to promote youth involvement in child serving systems, governance, program planning, development and implementation.
- Participate in workforce development trainings when offered.
- Travel required at 75%.
- Conducts self professionally at all times.
- Maintains appropriate boundaries with families served.
- Peer mentor.
- Adheres to guidelines of a mandated reporter of child abuse and or neglect.
- Reassignment at any time based on program needs.
- Other duties as assigned.

Position reports to Program Coordinator or other as assigned  
Position status: Non-exempt  
Employment is At-Will