



Peer Youth Advocate Coordinator Job Description

The primary job function of the Peer Youth Advocate Coordinator (PYAC) is to engage, advocate, communicate and address the needs of the Peer Youth Advocates (PYA) as a single point of access. The PYAC also provides support to the PYA's through day-to-day mentorship and training for job readiness and preparedness to meet the mission and goals of the agency as well as to effectively engage with the youth population served. This position also functions as the liaison between the PYA's and FOTM Program Management including FOTM's partner agency campus/site leads. The PYAC provides "task supervision" to the PYA's to ensure reporting deadlines are met as well as for the dissemination of information and instruction from Executive and Program Management.

The Peer Youth Advocate Coordinator (PYAC) exhibits exemplary communication and interpersonal skills with the ability to work with minimal supervision and provides coordination of administrative functions (review of case notes, proper facilitation of groups and workshops). Additionally, the PYAC also functions as a role model to help facilitate cohesiveness amongst the PYA's and FOTM Management staff for a smooth and effective workflow. The PYAC is a mandated reporter and must follow the guidelines of reporting child abuse and or neglect. This position will also function as a Peer Youth Advocate with a minimal caseload; however, will handle a full caseload to support campuses/sites with temporary vacancies.

Qualifications/Requirements

Must have:

- A High School Diploma, or its equivalent (GED), college experience is a plus. Must have excellent verbal and written communication skills.
- Experience working closely with children and youth advocating with, and on behalf of 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 (foster care), and or Special Education.
- The ideal candidate must also pass the Staff Exclusion List, State Central Registry for child abuse and neglect and the Criminal Justice's fingerprinting process as well as other Exclusion Lists mandated by Medicaid and Medicare providers. Candidate must also be medically cleared by the Office of Mental Health & Hygiene's Infectious Control department by providing proof of immunity from Measles and Rubella by documentation (immunization record) or by having blood drawn to measure titer. Candidate must also be screened for Tuberculosis either by a two-step Tuberculin skin test or Interferon Gamma Release Assay (blood test).
- A minimum of 5 years' experience as a Peer Youth Advocate.
- Peer Engagement. The ability to connect and engage with youth and Peer Youth Advocates. Peer engagement is 90% of the Peer Youth Advocate Coordinator's role and responsibility. This also includes engagement with staff and partner agency staff.
- Computer literacy with the ability to successfully navigate computer software applications (i.e., Microsoft WORD, PowerPoint, Zoom, databases, etc.).
- Adheres to all agency guidelines, protocols, and procedures.
- Peer Youth Advocate Coordinator is required to complete the Peer Youth Power Credential, FDC training (and successfully pass the exam), OMH New Employee training, Safety In the Community training, FOTM's Just the Basics Advocates training, Peer Recovery Coach training, EHR AWARDS training and Mental Health First Aid within one year of initial hire date if they have not done so already, and any other additional training identified.

Peer Youth Advocate Coordinator Job Description

Qualifications/Requirements – cont'd

Must have:

- Must possess the ability to telework as needed working their regularly scheduled hours. This includes intermittent work from the assigned work/job site. The Peer Youth Advocate Coordinator must check e-mail and other correspondence (i.e., text messages, etc.) regularly throughout their respective shift and be available via e-mail, phone, and any other method of communication established by FOTM (i.e., Zoom, etc.). Telework requires the employee to certify that their remote location includes a safe, private and quiet space sufficient to allow them the ability to perform their core duties (i.e., contacting and engaging with youth, provide workshops and training, etc.) while maintaining HIPAA compliance.
- Must be able to work autonomously while performing duties via telework.
- Demonstrated ability to engage with youth and always maintain professional boundaries and composure.
- Required to work one Saturday or Sunday per month as well as one late night per month.

Responsibilities include but are not limited to:

- Conduct bi-monthly meetings and site visits designated to unify Youth Advocates.
- Collaborate and share ideas to build a stronger team to deliver the best possible services.
- Assist Peer Youth Advocates with engaging and building stronger collaborative opportunities with all NYCCC programs and Family Resource Centers (FRC's) within the five boroughs.
- Support Peer Youth Advocates to connect to linkages in their perspective communities by attending BBC meetings, Citywide Advocate meetings, etc.
- Engage in at least one ongoing DBT, YAC, etc. group in the NYCCC programs (based on need).
- Assess and identify the need for Peer Youth Advocate staff training (Group Facilitation, Group Dynamics, Boundaries, etc.), and submit request to Program Management staff.
- Provide training to all new Peer Youth Advocate staff and Interns and ensure that other training requirements are met and reported to Program Management (i.e., PYA 101; OMH mandatory trainings; New Staff Orientation, etc.).
- Participates and conducts PYA interviews.
- Offer input on PYA appraisals/evaluations.
- Monitor PYA case notes and back up documentation within AWARDS.
- Report all training, collect reports, back up documentation, attendance sheets, etc. to Program Management staff on monthly basis.
- Collaborates with others to develop and publicize youth support groups, recreational activities, educational workshops/trainings.
- Works as a team to access community resources and supports for youth.
- Shares general information about family and youth support programming and the Family Resource Centers (FRC), and other community-based resources.
- Act as the single point of contact and advocate for youth.
- Provide youth with face-to-face and telephone support, information and referrals as needed.
- Organize and maintain a list of community and other resources.

Peer Youth Advocate Coordinator Job Description

Responsibilities include but are not limited to cont'd:

- Maintain confidentiality of information in records of youth in program and follow and abide by all HIPAA laws and regulations.
- Facilitate youth support groups, providing a safe non-judgmental, youth-friendly, and culturally competent environment.
- Develop and facilitate youth advisory councils for youth on campus.
- Peer bridger - assist youth with transitioning to community or lower levels of care.
- Attend meetings and conferences when assigned representing the youth voice in meetings.
- 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 95%.
- 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