



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

Peer Youth Advocate Job Description

The primary job function of the Youth Advocate is to: engage, advocate, communicate, and address the needs of 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, RFK PS 169, Astor Case Management Services, and any other program(s) FOTM is contracted to provide services.

The Peer Youth Advocate also provides transitional services and educational workshops to youth within the various programs. Promotion of quality services, youth empowerment, and support to youth are essential features of this position. To meet the diverse needs of the youth served, schedules may vary and staff can be reassigned at any time based on program needs.

Peer Youth Advocates are mandated reporters and must follow the guidelines of reporting child abuse and or neglect.

Qualifications/Requirements

Must have:

- **Must be a young adult between the ages of 21 – 30.**
- A High School Diploma, or its equivalent (GED), college experience is a plus; good 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 NYS Staff Exclusion List, State Central Registry for child abuse and neglect, and the Criminal Justice's fingerprinting process
- A minimum of 2 years of experience as a Youth Advocate or currently enrolled in a college course in social work studies.
- Peer Engagement. The ability to connect and engage with youth. Peer engagement is 90% of the Peer Youth Advocates' role and responsibility. This also includes engagement with staff and partner agency staff.
- Possess the ability to complete paperwork promptly, flexible, willingness to travel, and able to engage and work well with others.
- Computer literate with the ability to navigate computer software applications successfully (i.e., Microsoft WORD, PowerPoint, Zoom, etc.).
- Adheres to all agency guidelines, protocols, and procedures.
- Collaborates and engages with others to develop and publicize youth support groups, recreational activities, educational workshops/training.
- 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.

Peer Youth Advocate Job Description

Qualifications/Requirements (continued)

- The Peer Youth Advocate acts as a single point of contact and advocates for youth to ensure their needs are met.
- Provide youth with face-to-face and telephone support, information, and referrals as needed.
- Attends monthly Peer Leadership Support and Development (PLSD) workshops and Coalition meetings.
- Maintain and organize a list of community and other resources.
- Maintain confidentiality of information in youth records in the 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.
- Works collaboratively with the site treatment team(s).
- Partners and works closely with Peer Family Advocate to ensure successful outcomes meeting family & youth goals.
- Develop and facilitate youth advisory councils for youth on campus.
- Peer bridge - assists youth with transitioning to the community or lower levels of care.
- Attend meetings and conferences when assigned representing the youth voice in discussions.
- Participate in morning rounds meetings, councils, committees, and workgroups representing youth voices when needed to promote youth involvement in child-serving systems, governance, program planning, development, and implementation.
- Participate in workforce development training when offered.
- Travel is required at 75%.
- Functions and conducts a professional manner at all times.
- Maintains appropriate professional boundaries with youth and other service recipients served.
- Peer mentor.
- Peer Youth Advocate 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.
- Maintain up-to-date case notes within the EHR (AWARDS) database, and conduct self audits to ensure the accuracy and consistency of information entered.
- Reassignment of duties and program reassignment based on program needs.
- Adheres to guidelines of a mandated reporter of child abuse and or neglect.
- 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 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.

The Peer Youth Advocate reports to the Program Coordinator or other as assigned.

Position Status: Non-exempt

Employment is At-Will