



**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: 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 and Astor Case Management Services. In order to meet the diverse needs of youth served schedules may vary, and staff can be reassigned at any time based on program needs. Youth 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.
- 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, 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

Must be a young adult between the ages of 21-30:

- with a minimum of 2 years of experience as a Youth Advocate, or currently enrolled in a college course in social work studies
- Able to complete paperwork in a timely manner, flexible, willing to travel, and able to work well with others.
- Computer literate

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

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

- 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.
- Maintain and organize a list of community and other resources.
- 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 75%.
- Conducts self professionally at all times.
- Maintains appropriate boundaries with youth served.
- Peer mentor.
- Peer Youth 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.
- 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