



Job Description of Peer Advocate

Peer Advocate

General Description: The Peer Advocate manages day to day administrative updates from profiles and case management, client assistance forms, and lobby maintenance. Office Support Phone coverage, caseload of safety calls, case management provide linkage to community resources. Office Supplies and Inventory, oversee marketing materials and resources for participants.

Duties:

- Documentation for financial expenses and general expenses working closely with president and financial officer for record keeping and grant reporting of financial.
- Assist with transportation road map, technology acclimation and clothing and hygiene assistance.
- Works in a team setting as one component of the clients coordinated care. Ability to advocate for clients by bringing concerns about services to providers' attention.
- Ability to help clients identify risk reduction strategies (safer sex, drug treatment, needle exchange, etc. Strong knowledge of healthcare coordination especially mental health diagnoses, STI/disease, treatments, and substance abuse issues.
- Connect individuals with social services that can help improve their quality of life. They guide individuals through the application process for benefits and government aid such as Medicaid or Social Security Disability Insurance. Documentation of Home Plans and Juvenile Diversion planning, treatment services. Other duties assigned.

Skills Required:

- Honesty and genuine compassion for individuals living with post incarceration.
- Ability and willingness to accept direction from supervisor.
- Good oral and written English communication skills. Good telephone skills
- Ability to be comfortable with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.
- Ability to maintain required work schedule, be on time, keep work area neat, be accountable for how time is used.
- Ability to use good judgment regarding confidentiality issues.
- At least one year clean and sober if addiction has been an issue. Ability to advocate for clients by bringing concerns about services to providers' attention.
- Work with approved community partners to help clients identify risk reduction strategies (safer sex, drug treatment, needle exchange, etc.)
- Travel 10% of local community events, school onsite, conference and professional development trainings. Valid Driver's License.

Education:

2 years of working experience in parole/probation, social services, healthcare community outreach, prison reform, judiciary services. OR Associated Degree General Studies, Education, Criminology, Business, Human Services*