



FOTM

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

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

## **Peer Youth Advocate Coordinator**

### **Job Description**

The primary job function of the Peer Youth Advocate Coordinator is to act as the liaison amongst the Peer Youth Advocates and the Family & Youth Support Program Director. Additionally, this position provides support to the Peer Youth Advocates through mentoring and training for job readiness and preparedness to meet the mission and goals of the agency as well as to engage with the youth population served. This position acts as the “task supervisor” for the Peer Youth Advocates ensuring reporting deadlines are met as well as for the dissemination of information and instruction. The Youth Advocate Coordinator (YAC) exhibits exemplary communication and interpersonal skills, the ability to work with minimal supervision, and provides coordination of administrative functions (LOS training and monthly review and collection of LOS reports, review of case notes, proper facilitation of groups and workshops, as well as functions as a role model to help facilitate cohesiveness amongst peers and management staff for a smooth and effective workflow.

### **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. 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).
- 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 Youth Advocate meetings and site visits designated to unify Youth Advocates
- Collaborate and share ideas to build a stronger team in order to deliver the best possible services
- Assist Youth Advocates with engaging and building stronger collaborative opportunities with all NYCCC programs and Family Resource Centers (FRC's) within the five boroughs
- Assist Youth Advocates to better 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 youth advocate staff training (Group Facilitation, Group Dynamics, Boundaries, etc.), and submit request to Program Director
- Provide training to all new youth advocate staff and interns and ensure that other training requirements are met and reported to Program Director (i.e., YA 101; OMH mandatory trainings; New Staff Orientation, etc.)
- Participates and conducts Youth Advocate interviews
- Offer input on YA appraisals/evaluations
- Monitor YA timesheets, LOS monthly reports and back up documentation
- Report all trainings, collect reports, back up documentation, attendance sheets, etc. to Program Director 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.
- 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 85%.
- Conducts self professionally at all times.
- Maintains appropriate boundaries with youth served.
- Peer mentor.
- Adheres to guidelines of a mandated reporter of child abuse and or neglect.
- Prepare Levels of Service (LOS) contact information daily and submit monthly reports.
- Reassignment at any time based on program needs.
- Other duties as assigned.

Position reports to Program Director or other as assigned

Position status: Non-exempt

Employment is At-Will