

Peer Advocate Job description

Our rapidly growing human nonprofit is seeking a part-time Peer Advocate for a new assessment/drop-in center in Oregon! This position will assist the programs Site Coordinator, helping to establish our services in the community, and provide non-clinical services to youth program participants!

OVERVIEW: The Peer Advocate reports directly to the Site Coordinator and will work in partnership to implement strategic priorities and initiatives. This position will assist with tasks related to but not limited to outreach, data collection, reports, social media, and administrative duties that will result in the operations of the YR Assessment Center, peer support/mental services, and the development of Youth Rising Assessment Centers in accordance with the National Assessment Center Framework and the mission and vision of Youth Rising. This position has potential for growth and advancement. As a Peer Advocate (PA), you will provide general supervision, screening and brief intervention-, referral to treatment and services, and youth and peer support services at the Youth Rising Assessment Center (YR Drop) for ages 12-21.

RESPONSIBILITIES:

- Collaborate with direct supervisor to ensure that the program is compliant with state and federal requirements.
- Assist with administrative duties such as managing communications (telephone, mail, email), data collection and entry, photocopying, filing, record keeping, and organizing materials.
- Assist with screenings and assist youth in identifying and attending other support services, resources, or opportunities.
- Assist with daily operations of the site-based assessment center.
- Adhere to all workplace policies and procedures.
- Address and report safety concerns in a timely manner to the Site Coordinator.
- Mediate on-site conflicts.
- Prepare and submit weekly, monthly, quarterly, and other progress reports as assigned.
- Provide youth and their families with assistance in developing natural supports.
- Assist youth in creating long-term life goals known as life-assignments (40 Developmental Assets).
- Utilize and assist youth in gaining problem-solving skills.
- Assist peers in identifying and combating negative self-talk.
- Assist with opening, set up, clean, and close Assessment Center and perform reasonable daily duties.
- Greet new youth and community members at the door.
- Support youth with how to identify assets.
- Encourage disengaged youth and transitional age young adults to participate in new activities.

- Cultivate a safe, inclusive environment filled with empowerment and healthy boundaries between peer-peers and staff peers.

QUALIFICATIONS:

- Peer Support Certificate required.
- High School diploma or equivalent with 2+ years of youth-serving programs, human and school services, and youth outreach. Bachelors degree preferred.
- Strong written communication and presentation skills.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of recovery, mental health services, and community resources.
- Preferred history of receiving mental health services, lived experiences with substance abuse or homelessness. For more information about our organization, please visit: www.youthrising.com
- Must be able to create rapport with youth.
- Ability to follow verbal and written instructions
- Ability to work independently as agency needs dictate.
- Ability to build/sustain collaborative working relationships.
- Ability to work independently and collaboratively.
- Strong attention to detail and time management.
- Identification as a peer with lived experience (mental health, foster care, etc.).
- Multilingualism a plus (especially in Spanish and English).

PREFERRED CERTIFICATIONS: First Aid Certification/(CPR) Certification; Certified Peer Specialist or Prevention Specialist

REQUIREMENTS: ● Valid driver's license, reliable vehicle, and car insurance. ● Ability to pass a background check and drug screening. ● Candidates MUST be able to use e-mail, compose documents, save and locate documents electronically, and learn to use our Electronic Health Record (EHR) system. ● Proficiency in Word and other MS Office applications. ● Incumbent is legally required to report all suspected incidents of child abuse/neglect. ● Travel within the community is required. ● Duties involve working both indoors and outdoors.

TYPE & SCHEDULE: PT (20 hours/week as determined at time of hire) Flexible; Monday - Friday 2:30-6:30; occasional weekends; may require travel. Schedule may include irregular hours.

Job Type: Part-time

Salary: \$18.50 - \$22.50 per hour

Expected hours: 20 per week

Schedule:

- Monday to Friday

Ability to Relocate:

- Mountain Home, ID 83647: Relocate before starting work (Required)

Work Location: In person