JOB DESCRIPTION
BILINGUAL FAMILY PEER ADVOCATE

POSITION SUMMARY: Family peer support services are an array of services and supports provided to families raising a child or young adult up to age 21, who is experiencing social, emotional, developmental and/or behavioral health challenges. These services are community-based and are provided in a variety of settings that meet a family’s needs and schedule.

Under general supervision, the Family Peer Advocate functions as both an advocate and deliverer of services that are trauma-informed and designed to support caregivers in achieving and sustaining their family’s good health, emotional wellness and stability.

Responsibilities include:

1. Establish structured, strength-based, supportive relationships with caregivers that benefit the youth/child. Meet families in the office, at home or in the community as requested;
2. Assist families in identifying their strengths, challenges and goals;
3. Connect families to needed resources and supports;
4. Promote effective parent-professional partnerships and address barriers that may prevent their participation;
5. Using an electronic database, document demographic data on all individuals seen, track all services provided to caregivers and monitor progress towards identified goals;
6. Facilitate support groups, evidence-based parenting education programs, and targeted workshops to enhance parenting skills;
7. Support and encourage family participation in community, regional, and state-wide activities to expand leadership skills;
8. Coordinate with community partners to ensure cross-systems collaboration on behalf of families served;
9. Advocate for services and systems that are fair, responsive, and family-driven;
10. Complete all documentation in compliance with agency policy and funding regulations in a timely fashion. This includes, but is not limited to case records, time sheets, mileage forms and expense reports;
11. Participate in all agency quality improvement activities.

QUALIFICATIONS: High school diploma or equivalent and two years’ experience working directly with families; bachelor’s degree preferred. Candidate must be a caregiver of a youngster with social, emotional or behavioral challenges. Applicant must have good verbal, written and computer skills. If not already credentialed, candidate must be willing to complete the certification process within one year of hire. Ability to work with diverse social, cultural and economic groups; bilingual candidates required. Valid NYS driver’s license, safe driving history, and a vehicle that is properly insured and registered in accordance with NYS DMV regulations. All candidates must receive satisfactory clearances from the Child Abuse Registry and Criminal History Information Tracking System.

REPORTING RESPONSIBILITIES: Position reports to Site Manager or Clinical Director.

Family Ties of Westchester is an Equal Opportunity Employer. We offer a generous benefits package with a professional and friendly working environment. If interested, please send a cover letter with your resume to: mala@westchestergov.com.