

JOB DESCRIPTION

Position Title: Youth BLAST Peer Advocate	Job Status and Compensation: Part-time (15-20 hours/week) Pay Rate: \$10-12/hr
Department: Community Connections	Location: Wells Park Community Center & within the community Hours: TBD; afternoon and evenings required
Reports To: Director of Community Connections	Number of People Supervised: None

POSITION PURPOSE

The purpose of the Youth Peer Support model is to offer young people who are earlier in their journey an opportunity to receive support and a sense of community from older young people who have shared lived experience. Youth BLAST Peer Advocates strategically share their lived experience as a way to decrease stigma, foster bonds with young people, inspire hope, and model health and wellness. Additionally, Youth BLAST Peer Advocates ensure that programming and services are being driven by the voices of young people and that opportunities are created for them to thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Center Operations

- Cultivate a positive, inclusive and safe culture, alongside other young people and staff at Youth BLAST that contributes to a sense of belonging and acceptance among young people.
- Warmly welcome young people into the center, orient them to the space and programming, community agreements, youth rights/responsibilities, and support them with membership paperwork. This includes providing a clear explanation of their role and the strengths and limitations of their role.
- Facilitate opportunities for youth to be introduced to one another and positively interact (games, activities, workshops, events).
- Support the Youth BLAST Coordinator in coming up with weekly and monthly activities.
- Help organize and manage the food, clothing and supplies for the Drop-in Center and outreach team.
- Assist with data collection for program evaluation.

Leadership Development

- Work with established and aspiring youth leaders to develop youth-led programming. This includes young people from partnering agencies, schools and youth groups as well as young people not yet affiliated with a group.

- Identify promising youth leaders and collaborate with other staff members to connect young people with internal and external leadership opportunities, including paid peer-support opportunities.
- Help support and grow the Youth BLAST Advisory Council. This includes modeling and fostering leadership skills among members, supporting the structure, recruitment, outreach and fundraising as well as ensuring positive momentum with their identified projects and vision for the future.

Social & Emotional and Life Skill Development

- Support young people in creating and practicing wellness and self care plans.
- Be trained in and utilize the Nurtured Heart Approach, Managing Aggressive Behavior and principles of trauma-informed care to interrupt behaviors that may be negatively impacting the safety or culture of Youth BLAST or external activities.
- Collaborate with youth to create innovative plans that meet their underlying needs and support igniting their “spark.”
- Provide one-on-one individualized life skill development. This includes using motivational interviewing to support young people in developing their own goals and energizing their efforts in pursuing their goals.
- Be committed to their own personal and professional growth and practices of wellness on the job as well as model and reflect on their growth with their supervisor and team.
- Strategically and appropriately share their story and journey with other young people as a tool of support and instilling hope.
- Connect youth to community resources and programs through referrals and accompaniment (if needed).

Other Duties as Assigned:

- Contribute to the development of a strategic outreach for identifying and engaging disconnected and hard to reach young people.
- Complete necessary paperwork and documentation.
- Complete and pass the state certification for Young Adult Peer Support Worker.

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

Minimum Qualifications

- Has demonstrated personal resilience through navigating any of the following life experiences: disconnection (from school, family, work or community); homelessness or being precariously housed; mental health diagnosis and behavioral health challenges; child welfare or juvenile justice system; parenthood; substance misuse/addiction; medical and/or mental health systems; and/or non-traditional educational path.
- Has maintained housing stability and has been living independently for a minimum of one year.
- Willingness to appropriately share their story and journey with other young people as a form of support.
- Access to reliable transportation.
- Willingness to grow personally and professionally in the following areas: wellness, professionalism, advocacy, relationship and community building, communication, teamwork, public speaking and emotional literacy.
- Between the ages of 20-30

Preferred Qualifications:

- High School diploma or GED
- Bilingual (English and Spanish/Swahili/Arabic/French/Navajo/Vietnamese or any other language largely spoken in our community)
- Knowledgeable about adolescent and identity development.
- Knowledge about community resources and opportunities for youth and adults.
- Professional or volunteer experience working with youth, social services, advocacy or other relevant experience.

SKILLS AND KNOWLEDGE

	Required	Preferred
Knowledge of community resources	X	
Strong leadership, mentoring and coaching skills	X	
Ability to identify quality support strategies	X	
Excellent verbal communication skills in-person & via the telephone; excellent written communication skills via text and email	X	
Ability to relate well in cross-cultural environments	X	
Ability to use time effectively	X	
Ability to focus on details;	X	

Ability to adapt to shifting priorities	X	
Ability to position and promote opportunities for youth	X	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook	X	
Bilingual, English and Spanish		X
Ability and willingness to travel locally and regionally to meet agency needs	X	
Core Competencies		
Core Competencies	High Performance Indicators	
Building Relationships & Collaboration	Recognize & encourage young people's unique gifts and strengths; acknowledge the mutuality of peer support; listen supportively to young people's challenges, hopes & goals; foster communication & positive relationship between young people and their family members, providers, allies; peers and community; model & coach direct and effective communication about needs and differences; foster the growing independence of young people on their journey	
Supporting the vision & goals of young people	Working with care teams to ensure that the young person's vision guides decisions and goal setting; supports young people's aspirational goals despite setbacks and challenges; focuses on building skills and structure with young people to support their goals while preparing them for purposeful transition into greater adult independence; recognizes that growth is not linear and that setbacks are part of the learning curve.	
Cultural Responsiveness	Open to the ongoing process of learning about their own and other young people's values, beliefs, attitudes and traditions that grow from racial, ethnic, linguistic, religious, sexual orientation, gender identity, socio-economic status, disability status, etc. and how that contributes to their own and other's culture; open to sharing aspects of their lived experience without assumptions about sameness/difference from the experiences of others; explore ways that aspects of culture and personal experience influence young people's world view, attitudes and behaviors; demonstrate an understanding of "youth" culture (technology, social media, expressive language, regional, youth subcultures); mutual explore with young people developing cultural values and meaning as part of the journey into adulthood.	
Practicing and Promotion of Wellness (Self Care)	Develops & models overall healthy habits and encourages young people to identify and engage in regular safe, healthy activities that reduce stress; build positive social connections and supports the management of any behavioral health challenges; demonstrates self-awareness to understand & manage triggers that may arise; supports young people in managing triggering situations in healthy ways; advocates and communicates their wellness needs to supervisor & team.	
Safe, Professional & Ethical Behavior	Keeps realistic work commitments; is clear about the purpose & intent of all self disclosures and strategic sharing; respects the parameters of confidentiality including legal requirements; doesn't engage in "taking sides" or energizing negativity about others (individuals, organizations); maintains clear boundaries around their role as a peer support so that it's not confused with other relationships (friendships or romantic relationships); communicates with supervisor and team about possibly physical and emotional safety concerns and takes precautions to guard against risk for themselves and other young people.	

Effective Communication, Teamwork and Public Speaking	Able to clearly present information verbally; positively influence or persuade others; actively listen and listen non judgmentally; open and honest communication with supervisor and team; ability to healthfully cope with conflict, disagreement and personal rejection; able to create positive energy and motivation among individuals and groups.
Assertiveness	Able to maturely, respectfully and directly express one's feelings and opinions in spite of disagreement; accurately communicate to others regardless of their status or position. Takes initiative to seek support and ask for what is needed.
Reliability & Integrity	Takes responsibility and accountability for starting and completing tasks on time with a high level of motivation and enthusiasm; show up to work on time and prepared; plans ahead of time and demonstrates initiative to communicate any changes in schedule or expectations to supervisor, team and young people; focused on organizations goals and priorities; thinks creatively to support performance improvement instead of settling for status quo; seeks new information, connections and relationships to grow personally and professionally
Emotional Literacy	Is aware of their emotions and how they affect themselves and others; is willing to talk about their emotions, develop wellness opportunities to manage emotional reactivity in a productive and professional way; able to reset after a setback, disappointment or failure; own their mistakes and work to identify learning opportunities; is mindful and takes responsibility for the energy they bring into every situation, room, meeting or interaction and aligns that energy with core values.
Approachability and Availability	Is easy to approach and talk to; is empathetic and patient with others; builds rapport well; is a good listener. Is available when situations arise that need immediate action.

CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, CYFD background checks. Must have car, valid driver's license, and have minimum state required automobile insurance.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment, including utility dolly

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date:

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Executive Director/Department Director

Signature:

Date: