



CAPTAIN
Community Human Services

Job Description

Job Title: Family Peer Support Specialist (Per Diem)

Program: Family Support Program

Reports to: Family Peer Support Program Manager- Administration

Job Category: Specialist

Works with individuals and groups to promote positive physical, social and emotional health and safety. May help individuals deal with issues associated with addictions and substance abuse, family, parenting, stress management, self-esteem and aging. May provide educational assistance and direct referrals.

Hiring Range: \$14.50 -\$15.50 an hour

Job Summary:

Provide direct case management and services for families in the Family Peer Support Program by handling a caseload of families.

Duties and Responsibilities:

- Provide information, referral and telephone support services to parents.
- Coordinate advocacy activities for parents of special needs children in catchment area.
- Provide “light touch” case management as needed to assist families with goal plans.
- Develop resources directories for parents of special needs children. Update as needed.
- Coordinate workshops for parents of children with special needs.
- Conduct needs assessments on a regular basis.
- Maintain records and data collection.
- Compile monthly and annual reports as requested.

Skills Required:

- Friendly, outgoing, good listener and likes to help others.
- Ability to work with all ages.
- Knowledge of community resources.
- Positive image for CAPTAIN and a dedicated client advocate.
- Computer experience required; Microsoft Office Suite.
- Able to multi-task and work in a team environment.

Qualifications:

- Must have life experience as a care-giver, parent or guardian, with a child with special needs, disabilities, and/or mental health condition and direct life experience navigating multiple systems of care within NYS.
- Have a current Family Peer Advocate Credential (FPA) from NYS as identified by Families Together in New York State, or working towards Family Peer Advocate provisional credential within 3 months of employment.
- Proven ability to work with parents of children with social, emotional and/or behavioral needs.

- High School diploma or equivalent required and 1 years experience with human services or education field. Associates or Bachelor's degree preferred.
- Must possess a valid and clean NYS Drivers License and provide evidence of appropriate insurance coverage.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good communication skills and proven ability to work with special needs children and their parents.
- Ability to lift up to 30 lbs.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an "at will" employment relationship.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____