



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:

Works as part of multidisciplinary team and provides peer-to-peer support and interventions to foster parent/caregiver engagement and empowerment within a variety of service delivery systems. Brings life experiences and skills to the position to enhance the team effort to deliver assistance to the family as they explore the goals they would like to achieve, by performing the following duties.

Duties and Responsibilities:

- Draws on his/her own experience of raising a child with emotional or behavioral issues as they work with the parents/caregivers and the team to discover the family's values and priorities.
- Deliver interventions and activities that meet needs, build on strengths, and achieve outcomes.
- Responsible for assisting parents/caregivers with engaging in the enrollment process by utilizing knowledge and experiences encountering various service systems (i.e. school, mental health, juvenile justice, etc.). Help parents/caregivers assess their available resources and service needs.
- Coach parents/caregivers on self-advocacy skills (i.e. delivering messages clearly and with the desired impact, self-expression, active participation in service plan development, etc.).
- Provide information, referral and telephone support services to parents.
- Coordinate advocacy activities for parents of special needs children in catchment area.
- 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 CHS 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.
- Proven ability to work with parents of children with social, emotional and/or behavioral needs.
- High school diploma or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.
- Parent or caregiver who are raising or have raised a child with mental health concerns and are personally familiar with the associated challenges.
- Credentialed Family Peer Advocate, preferred. Required to complete the Family Peer Advocate credentialing process within 12 months of hire.
- 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:** _____

Updated 9/2015

P:\Human Resources\Job Descriptions, Old\New Job Descriptions