



Job Description

Job Title: Peer Advocate
Department: Lynn's Place
Report to: Clinical Supervisor
Salary: \$17.80 per hour/ \$37,024 annual
FLSA Status: Non- exempt
Prepared by: HR Director
Prepared Date: 09/25/2017

SUMMARY: The Peer Advocate provides a bridge between providers and resident that facilitates housing and case management service and linkages to community services/collaterals. The Peer Advocate works in a team setting as one component of the clients' coordinated care. However, the Peer Advocate is a supporter for the resident, and maintains a relationship with the resident that fosters trust and understanding distinct from a provider's role. The Peer Advocate will serve as a role model who provides reliable information, appropriate referrals, and emotional support to individuals who have a serious mental illness and co-occurring physical health condition. Peer Advocate also help resident access services (medical, emotional, economic, and legal) and sometimes accompany them to appointments or arrange for transportation as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide referrals to mental and medical services in the city of New York in accordance with the New York State Department of Mental Health (OMH).
- Work as part of a team, with other Peer Advocates at Unique People Services (UPS) and with health care providers in clinical settings.
- Ability and willingness to accept direction from supervisor.
- Maintain required work schedule, be on time, keep work area neat and be accountable for how time is used.
- Use good judgment regarding confidentiality issues.
- Advocate for members by bringing concerns about services to providers' attention.
- Help members identify risk reduction strategies (safe sex, drug treatment, needle exchange, etc.)
- Conduct and participate in groups and recreational activities two to three times a month.
- Invite community into space for self-help, educational learning and training purposes as well community civil mindedness activities.
- Organize, promote and develop resident's interest in activities; such as arts/crafts, sports, games, music and other hobbies.
- Coordinate field trips and outing – i.e. movies, plays, concerts and sporting events
- Document activity precisely and timely.
- **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Basic computer proficiency required.
- Strong knowledge of serious mental illness & co-occurring physical health conditions, medical treatments and substance abuse issues required.

- One (1) year experience in peer advocacy and record keeping. Peer education training also required.
- Individual must have good oral and written communication skills; as well as good telephone skills.
- Honesty and a genuine compassion for individuals living with mental and physical disabilities. Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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DISCLAIMER:

This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or to require that other or different tasks be assigned.

My signature below indicates that I have received, reviewed and fully understand the job description for the Activity Coordinator and Peer Advocate. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Print Employee Name

Signature

Date

Approved by:	<i>Director, Human Resources</i>
Date Created:	<i>09-25-2017</i>
Date Reviewed/Revised:	
Date Approved:	