

Unique People Services Job Description

Job Title: Activity Coordinator/Peer Advocate
Department: Lynn's Place
Report to: Clinical Supervisor
FLSA Status: Non- exempt
Prepared by: HR Director
Prepared Date: 9/25/17

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 member's coordinated care. However, the Peer Advocate is an advocate for the resident, and maintains a relationship with the resident that fosters trust and understanding distinct from a provider's role. The Peer Advocate is expected to 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 Advocates 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.
- Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.
- 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. Must be honest and have a genuine compassion for individuals living with mental and physical disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.