

**ST. CHARLES YOUTH AND FAMILY SERVICES
POSITION DESCRIPTION**

Job Title: Young Adult Advisor	Obj/Job Code:	OSHA 2
Department: Project Oh-Yeah /Owen's Place	Salary Grade	Org Date: 5/2013
Immediate Supervisor: Resource Coordinator-Owens Place	Supervises N/A	Reviewed: 5/2013
Division: Community Programs	FLSA: Non -Exempt	

GENERAL SUMMARY:

As a Certified Peer Specialists will use their own recovery to assist, engage and encourage service recipients. The peer specialist will help support recipients with a sense of belonging through a supportive relationship that encourages them to address their own mental health while helping facilitate self-direction and self-worth. A certified Peer specialist works as an equal with the service recipient to empower and motivate each recipient through his or her own personal recovery. The Peer Specialist will provide life experiences that help develop the recipient's leadership, confidence and abilities to better one's own future. The Peer Specialist will assist in future plan implementation as well as helping motivate recipients to take ownership of their lives and mental health.

MOVE Wisconsin: Engage and empower youth and young adults to actively participate in the councils and the Owens Place. Primary objective is to create and maintain a strong, viable chapter that can become the decision making/advocacy body for local & state-wide initiatives related to transition.

Essential Functions:

- Identify as a person in mental health recovery and intentionally share own story to assist recipient with his or her own recovery.
- Establish healing relationships with service recipients that are trauma free.
- Assist recipients with creating their own individualized well-being plan, designed to identify mental health concerns that need to be addressed.
- Provide an individualized, person centered planning approach.
- Help facilitate recipient through transitional challenges, which may include learning, living, working, belonging, healing and safety.
- Establish a professional relationship with service recipient.
- Provide information, support and understanding to encourage recipient.
- Help recipient problem solve, make better decisions and set goals to assist in mental health recovery.
- Actively listen to recipients personal story in order to help identify triggers.

- Use own personal recovery to assist and motivate recipient.
- Work in best interest of those serving while understanding confidentiality and reporting requirements.
- Provide an environment of recovery, wellness and hope.
- Identify supportive services and planning that aids in service recipients mental health recovery.
- Maintain confidentiality of service recipient information
- Abide by the guiding beliefs as outlined in the SCYF policy and procedures manual

MOVE Wisconsin

- Ensure that youth voice is guiding the process and that MOVE Wisconsin stays in line with Mission and Vision of chapter
- Oversee daily operations of the MOVE Wisconsin including membership, organization, activities, connections.
- Meet all assigned deadlines
- Keep regular data on all aspects of the MOVE Wisconsin.
- Establish and maintain a viable youth council with age range between 15-27.
- Provide weekly activities for youth designed to support their leadership and decision making abilities.
- Provide community events and activities that provide opportunities to youth.
- Establish advisory board and committee
- Engage and empower youth to actively participate in the youth council.
- Communicate with care coordinators, crisis providers, and other community partners to continue to grow MOVE Wisconsin
- Attend conferences and trainings as needed or assigned
- Create marketing plans that will help spread the word and Mission of Move Wisconsin.
- Provide structure for yearly talent show and summer picnic.
- Provide support, encouragement and a welcoming environment for all youth and young adults
- Establish a yearly community service initiative that addresses Children's mental health
- Complete 20 hours of training a year
- Establish healing relationships with service recipients that are trauma free
- Establish a professional relationship with service recipient

Work in best interest of those serving while understanding confidentiality and reporting requirements

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or equivalent. Associate Degree preferred.
- At least 18 years of age.
- Certified as a state of Wisconsin Peer Specialist, which includes completion of the NAPS training for Peer Specialists.
- Ability to communicate effectively and problem solve with peers.
- Follow the certified Peer Specialist code of conduct and demonstrate cultural competency within the workplace.
- Ability to prepare written documentation in a clear and concise manner.
- Timeliness and flexibility in performing essential functions of position.
- Ability to learn and utilize community resources.

WORKING CONDITIONS

- Normal office setting.
- Occasional In-Home /Community settings during service recipient visits.
- Community based activities involving outdoors activities and/or public areas.
- Ability to lift up to 35 pounds

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this position.

Employee Name (Printed): _____

Employee Signature _____ Date: _____

Supervisor's Signature or
Human Resources Representative _____ Date: _____