

Youth Peer Support Specialist Job Description

Overview:

Bright Futures for Youth (BFFY) is a Nevada County nonprofit whose mission is to ignite the potential of youth today for vibrant communities tomorrow. We are committed to ensuring that adolescents and young adults have hope, opportunity, and the capacity to succeed in their professional and personal lives by providing the tools and resources to do so. BFFY is looking for a Youth Peer Support Specialist to join the SAFE (Stability, Access, Foundation, Empowerment) team. SAFE was established in 2019 to connect with and help youth experiencing housing instability – and put an end to chronic homelessness. In 2022, SAFE established the SAFE Youth Drop-In Navigation Center, giving youth and young adults between the ages of 12-26 experiencing homelessness access to much-needed on-demand basic needs services in a safe and supervised environment.

Job Purpose:

The Peer Support Specialist works directly under the SAFE Program Manager and is responsible for providing peer support services in the SAFE Drop-in Center, through their own lived experience, to youth and young adults experiencing homelessness or housing instability, in the effort to provide support and guidance. The Peer Support Specialist will support youth/young adults who come into the Drop-In Center by addressing their immediate basic needs. The Peer Support Specialist is responsible for assisting youth/young adults in meeting their expressed goals as outlined in their case plan and connecting the individuals to services in the community that support stabilizing mental and physical wellness, as well as housing support by modeling resourcefulness and a growth mindset. Additional support in areas of advocacy and the connection to local county/state resources will be provided as needed.

Primary Duties and Responsibilities:

- Provide basic needs to runaway, housing insecure, physically unsheltered, and couch-surfing youth/young adults
- Monitor Drop-In Center activity, ensuring clients are checked in upon entering and maintaining cleanliness of the Drop-In space
- Complete intakes with youth accessing the Drop-in Center for the first time and orient new clients to the facilities
- Perform outreach activities including engaging and developing rapport with youth/young adults experiencing homelessness
- Model personal responsibility, self-advocacy and hopefulness
- Assist with Medi-Cal, CalFresh, CalWorks application, enrollment and renewals
- Assist with rental applications
- Support with job applications or resume compilation
- Schedule youth to see case manager
- Advocate on behalf of youth/young adults and support them to advocate on their behalf
- Refer eligible clients to BFFY resources and other community resources as needed
- Support with transportation by providing bus passes and schedules or providing rides with personal or company vehicle

- Support youth/young adults in developing independent living skills and engage in pro-social activities
- Help with Food Bank pick up and pantry stocking
- Maintain cleanliness and upkeep of SAFE Drop-In
- Participate in weekly collaborative meetings and collaborative activities
- Provide mental health/social emotional learning support in SAFE, NEO, and TFC activities as needed
- Maintain accurate and thorough written records of all client interactions
- Help with social media outreach as needed
- Participate in and help facilitate Youth Action Board meetings and Youth PIT Count events
- Help facilitate group activities and support groups
- Provide on-going feedback to coworkers on the importance of a youth's voice and choice and cultural sensitivity in all aspects of their case planning

Other Duties and Responsibilities:

- Attend program events, activities, life skills/expanded learning clinics as needed or requested
- Attend and help with fundraising activities as needed or requested
- Participate in staff and program team meetings, and trainings as needed or requested
- Perform other related duties as assigned by Program Manager, Associate Director or Executive Director
- Provide general office or program support when needed
- Willing to work occasional weekends and evenings
- Maintain a professional appearance
- Always maintain full confidentiality about youth and families.

Qualifications:

Education/Experience

- Minimum of high school diploma or GED equivalent
- Lived experience of housing instability or homelessness
- Strong written and verbal communication
- Strong rapport-building skills
- Willingness to develop knowledge, skills and abilities
- Ability to work under pressure
- Strong time management skills
- Attention to details
- Minimum of 2-years driving experience with clean driving record and personal auto insurance meeting BFFY coverage limits

Willingness to Learn

- Microsoft Office Programs
- Google Drive and Docs
- Data entry into database

Compensation:

- This is a 20-25 hour/week position with a pay range of \$16 to \$22/hour
- Paid Time Off (PTO) with accrual starting first day of work
- \$25/month stipend for auto insurance to help meet minimum requirements for on the job driving

Equal Employment Opportunity:

Bright Futures for Youth provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act:

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities:

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Bright Futures for Youth may change the specific job duties with or without prior notice based on the needs of the organization.