SAFE Peer Support Specialist

Internship Description

Program Overview:
Bright Futures for Youth (BFFY) is providing a 12-month paid internship as a Youth Peer Support Specialist as part of its grant-funded Youth Service Corps program. This program is for youth ages 16-30 who may have experienced barriers to employment and need on-the-job training, coaching, and support to develop the skills necessary for sustainable employment.

Internship Position Overview:
The SAFE Peer Support Specialist will be trained to support the SAFE Program Manager and Program Team in providing peer support and basic-needs assistance to youth and young adults experiencing homelessness or housing instability. Through their own lived experience, the intern will learn to build rapport, model self-advocacy, support youth in working toward their case plan goals, and connect youth with BFFY and community resources related to housing, benefits, employment, education, and physical and mental wellness. The internship is part time at 25 hours per week for 12 months and will report to the SAFE Program Manager.

Primary Duties and Responsibilities to Develop

SAFE Program Delivery

- Work closely with the SAFE Program Team to provide basic-needs support to runaway, housing-insecure, physically unsheltered, and couch-surfing youth and young adults.
- Monitor SAFE Drop-In Center activity, help youth check in when they enter, orient new clients to the space, and support a safe, welcoming, and orderly environment.
- Assist with completing intakes for youth accessing the SAFE Drop-In Center for the first time.
- Participate in outreach activities by engaging with youth and young adults experiencing homelessness and building trusting relationships.
- Use lived experience appropriately to model personal responsibility, self-advocacy, hopefulness, resourcefulness, and a growth mindset.
- Assist youth with Medi-Cal, CalFresh, and CalWORKs enrollment and renewals, as well as rental applications, job applications, and resumes.
- Help schedule youth to meet with a case manager and support youth in working toward the goals identified in their case plans.
- Advocate alongside youth and young adults and support them in learning to advocate for themselves.

- Connect eligible youth with BFFY programs and community resources that support housing stability and mental and physical wellness.
- Assist with transportation support by providing bus passes and schedules or, when authorized, providing rides using a personal or company vehicle.
- Support youth and young adults in developing independent living skills and participating in positive social activities.
- Assist with Food Bank pickups, pantry stocking, and maintaining the cleanliness and upkeep of the SAFE Drop-In Center.
- Assist with mental health and social-emotional learning support during SAFE, NEO, and TFC activities as needed and within the scope of the internship.
- Maintain accurate, timely, and thorough written records of client interactions.
- Assist with social media outreach as needed.
- Participate in and help facilitate Youth Action Board meetings, Youth Point-in-Time Count activities, group activities, and support groups.
- Occasionally assist with childcare during Young Mom's Group.
- Help reinforce the importance of youth voice and choice and cultural responsiveness in all aspects of case planning.

Other Duties and Responsibilities to Develop

- Attend program events, activities, and life skills or expanded learning clinics as needed or requested.
- Assist with and attend fund development events and activities as requested by the Executive Director and Director of Development.
- Participate in staff and program team meetings and trainings as needed or requested.
- Assist with general office or program support as needed.
- Willingness to work occasional weekends and evenings.
- Perform other related duties as assigned by BFFY Executive Leadership and the SAFE Program Team.
- Maintain a professional appearance.
- Always maintain full confidentiality about youth and their families.

Knowledge, Skills and Abilities to Develop

- Ability to communicate with and relate to young people.
- Ability to build rapport while maintaining appropriate professional boundaries.
- Ability to use lived experience appropriately to support and encourage youth.
- Ability to work in a cooperative environment.
- Ability to work under pressure and manage multiple tasks at one time.
- Ability to pay attention to detail.
- Strong verbal and written communication skills.
- Strong organizational and time management skills.
- Ability to communicate learning and support needs in order to perform duties and responsibilities well.

- Willingness to learn Microsoft Office, Google Drive and Docs, and database documentation.

Qualifications

General

- Must have the ability to connect with youth and inspire and motivate them to work toward their goals.
- Lived experience of housing instability or homelessness.

Education/Experience

- High school diploma or GED equivalent
- Some post-secondary education or work experience in youth or child development, social work, or program support is a plus.

Special Requirements

- This internship position requires youth to be 18-30.
- Valid California ID or Driver's License
- Reliable transportation
- Minimum of two years of driving experience with a clean driving record
- Personal auto insurance that meets BFFY coverage requirements
- Successful background check