***CFLR, Inc. whenthereshelpthereshope.com***

***502 Court St., Suite 401 Phone (315) 733-1709***

***Utica, NY 13502 Fax (315) 733-1789***

**Family Peer Advocate Job Description**

Reports to: Senior Family Support Worker

Employment Status: Non-Exempt/Full Time

Qualifications:

* High School Diploma and 2-4 years of related experience in human services, education, mental health/addictions field. OMH Family Peer Credential preferred.
* Have personal experience as a recipient of mental health services and/or substance abuse services with a willingness to share personal and practical experience, knowledge, and first-hand insight to benefit clients.
* Demonstrated ability in public speaking and program delivery.
* Current and valid NYS driver’s license.

Job duties include:

* Provide Programming to families – one on one and in group setting
* Establish and build relationships with community organizations and resources relating to the agency Mission/Vision. Attend local, regional and state committee/consortium/coalition meetings as relevant.
* Demonstrate sensitivity to, and respect for, the diverse cultural backgrounds and practices of volunteers, consumers and staff.
* Compile program statistics including monthly, quarterly and annual reports.
* Provide training to volunteers and referring professionals when needed.
* Offer weekly family-friendly events throughout Oneida and Herkimer Counties;
* Convene a Peer Family Support Group.
* Provide material for website/Facebook postings and calendar updates.

 Employee Signature Date

Chief Executive Officer’s Signature Date

**In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position. Equal Opportunity Employer.**

**4-4-18**