

NORTHEAST INDEPENDENT LIVING PROGRAM INC.

Job Title:	<i>Transitional Age Youth (TAY) Specialist for the NERLC (.5 FTE)</i>
Reports to:	<i>NERLC Program Director</i>

Job Purpose:

The Transitional Age Youth (TAY) Specialist is responsible for developing and coordinating young adult peer programming across all 6 of the NERLC's assigned hub areas. This includes peer support groups, social events and trainings that are of interest to Young Adults, promote recovery and participation in their communities. The TAY Specialist will conduct outreach specifically focused on developing a network of young adult peers, within the NERLC community.

Duties and Responsibilities:

Essential Job Functions:

- Build and maintain a network of Young Adult Peers within the NERLC community
- Create and implement peer groups of interest to the NERLC TAY population
- Develop and deliver NERLC outreach presentations targeted towards the TAY audience, their families and service providers
- Conduct outreach to Young Adult Peers from underrepresented and diverse multicultural backgrounds
- Regularly meet with the Young Adults across the NERLC's service area to collect data to be used in the ongoing development of TAY specific programming
- Identify, train and mentor Young Adult leaders within the NERLC community
- As needed, locate sources for new information, provider sites and individual contacts to better meet the needs of the TAY population
- Conduct TAY tailored trainings throughout each of the NERLC's 6 hubs
- Represent the NERLC's TAY community through participation in steering committees, advisory boards and scheduled DMH site office NERLC open house events to be the voice on issues directly impacting the TAY population
- Share your own personal recovery story in a way that emphasizes that recovery is possible
- Maintain strict standards of confidentiality in accordance with Federal HIPPA laws
- Attend weekly and monthly NERLC and NILP staff meetings
- Perform other tasks as assigned
- Assists in the monthly collection and reporting of data

Interpersonal Communication:

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- Excellent consumer satisfaction skills with a commitment that all consumers seeking information will get the time and attention needed to satisfy their need for information
- A positive attitude with all consumers in order to achieve excellent consumer satisfaction outcomes
- Model integrity, personal and professional ethics and maintain confidential consumer and organizational data
- Maintain a positive working relationship with consumers, co-workers, referral sources and others to achieve positive outcomes
- Maintain updated computer technology competencies i.e. Microsoft Word, Excel, Outlook, and WILD

Teamwork and Cooperation:

- Work as an effective team member in a collaborative manner through strong individual contribution and commitment
- Demonstrate effective communication and problem solving skills, both verbally, written, and in electronic formats

Workplace Performance and Professional Development:

- Achieves positive peer-to-peer relationships within his/her control, and contributes to a positive public image of the overall organization
- Maintains a positive work setting through planning and effective use of benefit time
- Commitment to continuous improvement strategies and demonstration of the knowledge, skills and abilities related to this position
- Participates in continuing education, training, and staff development opportunities
- Provides formal and informal transfer of knowledge and peer mentoring leadership

Qualifications:

- Must be a transitional age youth (18-28)
- Experience as a person who has been psychiatrically labeled and ability to share personal recovery story publicly is preferred
- Access to reliable transportation
- Must have completed, or be willing to complete, a WRAP training & peer group facilitator training within the first 12 months of employment
- Must be able to work independently and as part of a team.
- Bi-lingual/bi-cultural and experience as a public speaker is highly desirable
- Must have or be willing to complete a recognized peer training within the first year of employment
- This position requires 2 evenings, 1 Saturday & 1 Sunday a month

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Direct Reports:

- N/A

Review Policy:

Supervisor will complete performance appraisal with employee at the completion of a six-month probation period. Job duties and assignments will be reviewed at this time. Thereafter, performance appraisals will be completed and reviewed annually. This is a part-time (20 hours per week) position.

The Northeast Independent Living Program, Inc. is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position.