

Peer advocate

United Indians of All Tribes Foundation

JOB TITLE: Peer advocate

DEPARTMENT: Labateyah Youth Home

SUPERVISOR: Jenna Gearhart

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community

GENERAL JOB DESCRIPTION

The Peer Advocate is staff-appointed position, offers shift coverage and support to Youth Advocate staff.

MAJOR DUTIES AND RESPONSIBILITIES

Assistance in crisis response, under staff direction. De-escalation assistance, as needed.
Monitoring of community areas and grounds checks, reporting back to on-duty staff.
Assistance with kitchen and dining room activities, as well as the household chores completed by staff (i.e. laundry, dishes, etc.).
Assistance with group/L.Q. facilitation.
Assistance with clerical work, such as photocopying, as long as confidential information is not included.

MINOR DUTIES AND RESPONSIBILITIES

Serve as an example to other residents with regard to conduct and compliance with youth home expectations.
Support conflict resolution practices.

QUALIFICATIONS FOR THE JOB

Education:

Must not have any major infractions of policy/rules on file.

Experience:

Must not have any major infractions of policy/rules on file.

KEY COMPETENCIES

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Signature Approved By: _____

Date Approved: _____

Date Last Reviewed: _____

Last Reviewed By: _____