



POSITION AVAILABLE  
**Youth Advocate**  
**(Starting Salary: \$13.50 – \$15.23/hour DOE)**

**POSITION TITLE:** Youth Advocate

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Children and Family Services (CFS) Supervisor

**JOB PURPOSE:** To support youth and families that have serious emotional disturbance in identifying goals that promotes recovery and resiliency. Improve the operations of Peninsula Behavioral Health (PBH) in support of its state missions. To provide the highest level of customer service to internal and external customers. Partner with youth, parents, and provider in advocating for children with complex behavioral and emotional challenges. Provide peer support services with WISe team staff and assist them in building a network of support. Empower families by assisting in skill-building and instilling hope. Demonstrating recovery and serve as an ambassador providing guidance and advocacy to child and family service systems.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide peer counseling and support, drawing on common experiences as a peer, to youth by encouraging them to regain hope in, and control over, their own lives and family environment. Promote self-determination, empowerment, personal responsibility for recovery and wellness, and assist youth and parents/caregivers to advocate for themselves and their families. Provide information about wraparound services, process, and procedures including the Youth Support role to assist them to successfully engage.
- Partner with WISe team clinicians and other members of the family team in creating wellness plans that empower clients to reach life goals. Collaborate with the treatment team to promote a team culture in which each client point of view, experiences and preferences are recognized, understood and respected and in which client decision making in treatment planning is maximized and supported.
- Assist families of having their voices heard in treatment and other system settings.

- Participate in Child and Family Team (CFT) meetings to ensure access, voice and choice within the wraparound process and to support the family's connection to the CFT members as necessary. Support additional meetings as needed including Clallam County Court proceedings and Family Team Decision Making (FTDM) meetings with Washington State Division of Child & Family Services (DCFS).
- Assist Care Coordinator in developing a self-directed recovery action plan using wraparound principles. Work to identify individual strengths of members, advocates for members to participate in their own support plan. Assist family members in identifying barriers to achieving the support plan.
- Utilize appropriate crisis intervention techniques for client stabilization. Formulate clinical decisions and make appropriate referrals.
- Maintain complete and timely documentation of clinical files and gathering and maintaining data information in accordance with agency policies and procedures.
- Maintain required levels of productivity and performance standards and meet all required work deadlines.
- Maintain appropriate professional boundaries while working with families.
- Seek appropriate clinical supervision where necessary, particularly around boundary issues, and attend appropriate agency trainings as determined by the WISE Clinical Supervisor.
- In addition to the above, any other responsibilities appropriate to the position and not specifically listed in the job description.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of clients and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Attends Performance Improvement Meetings on a regularly scheduled basis.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Performs relevant clinical and administrative tasks according to agency policies.
- Demonstrates proficiency in utilization of the Agency's electronic medical record system.
- Participates in team meetings and program development.
- Attends Performance Improvement Meetings on a regularly scheduled basis.
- Provides information and education to community members.
- Maintains high standards of professional conduct in interaction with clients, staff, and other community members.
- Maintains professional competency through a program of professional development and in-service training.
- Demonstrates flexibility in adapting to changing work demands.
- Performs other duties as assigned or requested.

#### **PERFORMANCE EXPECTATIONS:**

- Maintains accurate and timely chart information in compliance with BHO, State, funding source, and agency quality assurance guidelines.
- Meet agency productivity expectations of 50% on a consistent basis.
- Meet agency expectations for documentation of services.

- Meets all contract obligations
- Coordinate and prioritize work assignments so that tasks are completed on time and in a quality manner.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** Minimum High School Diploma/GED.

**Experience:** Must be self-identified past consumer of mental health services and/or involvement with a mental health system. Working knowledge of community services.

**Licensure:** Certified Peer Counselor required.

**Other:** Must possess and maintain a valid driver's license and an acceptable motor vehicle report and reliable, insured transportation.

**PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Education:** Associates Degree preferred or a suitable combination of education and experience.

**Experience:** Experience raising a client involved with the mental health system preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Essential:**

- Ability to identify client capabilities regarding education, work, and leisure activities.
- Able to identify individual coping strategies and supports.
- Able to elicit client choices.
- Able to use sound judgments in intervention, support services, and problem solving.
- Able and willing to work independently and as a team member.
- Able to help clients transition from clinical services to natural supports.
- Able to demonstrate knowledge and understanding of the role of work in recovery.
- Able to advocate effectively with community partners.
- Basic knowledge of psychotropic medications and their possible side effects.
- Able to assist clients with development of recovery values and principles.

**NATURE AND SCOPE:**

**Physical Demands:**

- While performing the duties of the job, the Youth Advocate is required to walk, sit, use hands and fingers, talk, and listen.

**Cognitive Skills:**

- Able to help clients transition from clinical services to natural supports.
- Able to demonstrate knowledge and understanding of the role of work in recovery.
- Able to advocate effectively with community partners.

- Basic knowledge of psychotropic medications and their possible side effects.
- Able to assist clients with development of recovery values and principles.
- Able to eliciting the client's history of satisfaction and dissatisfaction with services, including medications.
- Able to assist clients with improving family communication and involvement in treatment when possible and appropriate.
- Ability to assess the client's understanding of his or her illness, medications, and other treatment.
- Good verbal and written communication skills.

**Working Environment:**

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.

**Working Demands:**

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.

**Principal Challenges:**

- Adopts an approach guided by service recipients needs and desires.
- Able to foster and support self-advocacy.
- Manages personal stress so that on the job activities are not negatively impacted.

**Closing Date**

- Open until filled

**To apply, forward resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
 Peninsula Behavioral Health  
 118 E. 8<sup>th</sup> Street  
 Port Angeles, WA 98362  
 Or,  
[employment@peninsulabehavioral.org](mailto:employment@peninsulabehavioral.org)  
 or apply at [www.peninsulabehavioral.org](http://www.peninsulabehavioral.org)

(Equal Opportunity Employer)

**NOTICE**

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to

perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.