



Wambli Ska Okolakiciye Peer/Youth Mentor Job Description

Position: Peer/Youth Mentor

Location: Rapid City, SD

Department: Wambli Ska Drop-In Center

Reports to: Center Director

Supervises: None

JOB SUMMARY:

Under the supervision of the on-site Case Manager and Center Director, Wambli Ska's Peer Mentor is responsible for providing client-centered assessment and navigation, helping youth and young adults to determine their individual pathway from at risk of or literal homelessness, into self-sufficiency and stability.

They connect with youth and young adults through The Wambli Ska Youth and Young Adult Drop-In Center, to resources to build healthy and strong relationships and supports in order to empower and accompany them on their path to self-sufficiency.

The Peer Navigator also acts as a liaison to inform youth and young adults about collaborations with local service providers and direct and indirect services offered by Wambli Ska to assist youth and young adults in navigating any barriers to accessing services and supports.

This is accomplished through spending time helping to operate programs, services and supports through Wambli Ska spaces, outreach to other Rapid City area service providers, one-on-one peer work with clients, and occasionally co-facilitating groups, independent living skills classes and workshops, and social activities alongside other program staff.

The Peer Navigator works as part of a larger interagency team to coordinate care, supports and services for youth and young adults at risk of, or experiencing homelessness in the Rapid City area, and function as an integral part of the Continuum of Care in the Rapid City area. This position will require a Trauma-informed Care, Positive Youth Development outlook towards youth and young adults and will work to emphasize healthy physical and emotional relationships with Wambli Ska participating youth and young adult members, partnerships, and staff.

QUALIFICATIONS:

- Lived experience of homelessness (Preferred) or extensive knowledge of homelessness, lived experience of working through substance use, mental health, and/or physical health barriers. (Preferred) or former Youth Action Board Member (Preferred).
- Preference given to Native American applicants
- Evidence of a trauma informed and strengths-based mindset, basic competency and trainable in the areas of harm reduction, motivational interviewing, positive youth development, and restorative justice.
- Experience, competence, sensitivity and or willingness to connect well with youth and young adults from a wide variety of backgrounds, including youth and young adults with current substance dependency, mental health problems, and/or other disabilities.
- Experience and competence and or willingness in working with oppressed and marginalized populations, including youth and young adults who identify as LGBTQ2S, BIPOC, and any intersections of identity, and are commitment to advocacy and empowerment in diversity and inclusion work.
- Skill or willingness to learn oral and written communications.
- Skill or willingness to learn crisis intervention and de-escalation.
- Able to make judgement and sound decisions in collaboration with supervisors using available information while maintaining appropriate confidentiality.
- Able to function as a member of a team and work with collaborating agencies.
- Able to multi-task and work calmly in a work environment.
- Must be team-oriented and able to coordinate with various departments, staff, and community partners.
- Must pass both federal and state background checks

WORK SCHEDULE:

This is a full time or part time position depending on applicants' availability, our organization highly encourages continued education, and part time positions are available. Scheduling may include day, evening and weekend hours in an assigned schedule, as well as coverage for holiday shifts annually. Schedules require some flexibility to attend meetings and to cover shifts as needed.

JOB DUTIES:

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional duties may be assigned based on client needs.

All Peer Navigator positions will be responsible for performing the general work duties listed:

Engagement and Outreach:

Works collaboratively with other staff, clients and Rapid City area service providers to identify youth and young adults (13 – 24 years old) in need of assistance accessing services and housing.

Assists in conducting yearly Point In Time survey.

Be part of local and national Coalitions, and Volunteer Memberships that directly impact youth and young adult homelessness.

Accompanies clients in navigating support paths and provide a warm hand off as needed with service provider and client follow-up.

Actively engage known youth and young adults to build rapport and provide basic needs supplies. Seek out and build trusting and healthy relationships with youth and young adults who are not yet accessing services at Wambli Ska.

Seek out disengaged youth and young adults in order to introduce them to resources and Wambli Ska spectrum of services.

Utilize a trauma informed approach to all interactions with youth and young adults, maintaining client confidentiality and respecting that while working at Wambli Ska, staff are guests in the youth and young adults' space.

Navigation and Referrals:

Works to connect clients to ongoing case management support within Wambli Ska.

Continually provides peer support and accompaniment to youth and young adults as they navigate Wambli Ska programs, as well as other service providers, as needed.

Will independently familiarize self and client with resources in the community to provide appropriate and timely referrals.

Collaborates with homeless service providers in the community and Wambli Ska programs to provide coordination, communication and continuity of services.

Accepts referrals from other agencies and works collaboratively with staff from other Rapid City area Peer Navigator Collaborative agencies to contact youth and young adults and help navigate services.

Program Environment:

Develops relationships with youth and young adults to provide support and peer coaching.

Provide youth and young adults with direction, support, and referrals.

Assist staff with facilitation of coping and life skills programming.

Assist staff with smoothly operating the space.

Work with youth and young adults to maintain cleanliness and safety of the environment.

Assess the level of need and intent of youth and young adults and make recommendations regarding youth and young adults' involvement in Wambli Ska programs.

Documentation:

Accurately document all contacts, referrals, and services, including assessments for CES and HMIS, as required by HUD or the organization.

Collect and maintain accurate data on an ongoing basis.

Maintain clear and effective communication with other staff regarding clients.

Work to ensure client confidentiality and safety.

Complete thorough assessments in a manner that begins to establish comfort and trusting relationships.

Professional Development:

Attends professional trainings as required.

Becomes involved as an advocate in various settings for the unique experiences and needs of youth and young adults experiencing homelessness.

Steps up to train others (formally and/or informally) in areas of expertise.

Continued Education and Professional Development will always be viewed as priority for staff of Wambli Ska by the organization. Staff are encouraged to seek out educational and professional development that would benefit clients, organizations, or staff member. Time spent on personal development may be viewed the same as any other work-related obligation and could be considered paid time if approved. Seek conversations with your supervisor about opportunities you'd like to explore.

PROFESSIONAL PERFORMANCE:

- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency
- Understand that work attire should be casual in nature, and mirror client attire with respect to professionalism
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients, act with honesty and integrity at all times
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and positive youth development appropriate environment through communication and interaction that demonstrates respect for diversity
- Promote the philosophy of trauma informed care in interactions with youth and young adults, staff and individuals both internally and externally
- Support youth and young adult development and youth and young adult involvement in decision-making processes
- Perform all tasks and responsibilities in a manner that delivers culturally competent programming

PHYSICAL REQUIREMENTS:

- The person in this position must be able to remain in a stationary position, as well as move about in and out of the office; operate or have the ability to learn to operate a computer and other office productivity machinery, such as copy machine and computer printer, etc.; and occasionally position self to reach under or behind a desk
- Constantly have manual and finger dexterity and eye-hand coordination.
- The person in this position frequently communicates with clients who have inquiries. Must be able to exchange accurate information in these situations.
- Constantly operates department equipment, such as telephones, personal computers, copiers, etc. Position constantly has use of computer/tablet and phone.
- Constantly works with youth and young adults off-site at designated locations as needed.
- Must be able to move about and remain mobile up to 10 hours per day.
- Move, transport, position, put, install, or remove items weighing up to 50 pounds for various agency or event needs.

WORK ENVIRONMENT:

Employees in this position may be subject to long hours on their feet and may face environments that may frequently include physical conditions such as inclement weather or temperature.

COMPENSATION & BENEFITS:

The starting salary for this position is **\$16-18.00 per hour**, DOE.