

## Job Description

**Title:** Peer Specialist, PDP  
(External Title: Project HOMES Youth Engagement Specialist (YES))

**Reports to:** Program Manager, Prevention Demonstration Program (PDP)  
(External Title: Program Manager, Project HOMES)

**Department:** Family Resource Center (aka Assessment Center)

**Classification:** Non-Exempt, Salaried (eligible for OT)

**Hours:** Full-Time with flexible hours, but typically 10am-6pm M-F

**PAY RANGE:** \$21/hour, depending on education and experience

**Work Week:** Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)

**Required to Transport Clients:** May be needed

**Required to Drive in the Course of Conducting Business:** Yes

**Meets Policy Requirements for Company Cell Phone/Phone Stipend:** Yes

## Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth experiencing trauma. PP is committed to innovative approaches that will keep children and youth safe, families whole, and communities strong. We help children, youth, and families through a focus on residential adolescent and young adult care, supportive community services for at-risk families, an array of youth homelessness services, and comprehensive clinical, prevention, and navigation services for children and families involved or at risk of involvement with the child welfare system.

The Assessment Center at Pendleton Place is dynamically evolving into a community-based, inclusive, and affirming Family Resource Center (FRC). FRCs are hubs of family strengthening and prevention services aligning with national standards. FRCs enhance parenting skills; foster the healthy development and well-being of children, youth, and families; prevent child abuse and neglect; increase school readiness; connect families to resources; develop parent and community leadership; engage males and fathers; support healthy relationships; and promote family economic success. FRCs promote a change in social norms that holds all community members, policy makers, program providers, parents, and employers responsible for improving the lives of children and families to transform our society into caring communities that put children and families first. All services are provided using a family-centered, strengths-based, multi-generational approach to increase family stability, improve parental well-being and positive parenting skills, enhance child development, and reduce child abuse and neglect.

The PP FRC is launching a Runaway Homeless Youth Prevention Demonstration Program (RHY-PDP) in partnership with the federal Family and Youth Services Bureau (FYSB). The PP RHY-PDP, called Project HOMES (Housing, Opportunities, Means, Empowerment, and Support), is a youth homelessness prevention demonstration program and seeks to prevent youth, young adults, and their families from experiencing homelessness. Project HOMES implements prevention-based services that recognize and pre-emptively address the conditions that contribute to it. Project HOMES has been co-created with the community, voices of those with lived experience, and the federal evaluation team. Project HOMES will provide case management, flexible cash assistance, and individualized supportive services to youth and young adults ages 12-21 and their families. These services will boost protective factors and put effective resources and supports directly in the hands of young people and families who need them most.

## Position Summary

Under the supervision of the Program Manager, Project HOMES (PM), the YES will deliver innovative, high-impact, high-quality services to young people and their families at risk of experiencing homelessness. The YES will use their lived experiences to engage youth and will typically serve as the first point of contact for Project HOMES participants. The YES will conduct eligibility screening and assessments and will also provide direct services that include supportive listening, access to concrete supports, and distribution of flexible cash assistance

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Peer Specialist, PDP  
Last Updated: Spring 2024

(FCA). The YES will collaborate with the Project HOMES team to ensure access to services for youth and/or the families of youth.

While this position will typically work a predictable schedule, the YES should remain flexible to work some evenings or weekends to accommodate youth and family needs.

### **Essential Functions of Position**

*Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Engage and build relationships with young people and their families at risk of housing instability through a variety of outreach activities
- Coordinate with the program team to provide drop-in (no appointments needed) access to services
- Schedule sessions with youth, young adults, and their families (if applicable) to complete initial interviews and assessments
- Complete eligibility/intake screening with youth, young adults, and their families (if applicable), and refer ineligible youth to interagency or external partners
- Collaborate with the Program Specialist, PDP Resource Navigation (the Community Resource Navigator) to connect youth, young adults, and their families to case management and individualized supportive services
- Provide access to concrete supports as needed (e.g. food, clothes, etc.)
- Provide FCA to eligible young people and their families
- Input timely data collection using agency software and case management systems
- Track participants, maintain client records, and follow-up at designated intervals to repeat assessments and offer further support as needed
- Collaborate with the PM and program team to ensure program success
- Complete training in and apply Trauma-Informed Care (TIC) and Positive Youth Development (PYD) techniques with young people and their families
- Assist in the review and reporting of monthly, quarterly, and annual program statistics for distribution to stakeholders and the public
- Support program to meet goals, including serving at least 50 youth every six months
- Participate in networking and professional development opportunities
- Present youth perspectives to the program manager in the design and maintenance of the program to ensure implementation is in accordance with best practices
- Perform other duties as required

NOTE: Job duties will require frequent travel within the Upstate and occasional travel within the area and the state.

### **Qualifications**

#### **Minimum Required Qualifications**

- Lived experience with youth homelessness or housing instability, which may include foster care or kinship (relative) care
- High school diploma, certificate, or equivalent (higher levels of education are welcome, but will not replace lived experience)
- Previous employment or volunteer work that demonstrates responsibility and employment skills
- Willingness to update job knowledge by participating in educational opportunities and trainings
- Commitment to cultural humility and ability to work with diverse young people and their families
- Willingness/ability to treat all young people and their families, as well as staff, with respect and dignity

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**Peer Specialist, PDP  
Last Updated: Spring 2024**

- Excellent communication, organization, problem solving, time management, and follow-up skills
- Computer skills including experience with current Microsoft Office Suite (Word, Excel, etc.) and related software
- Ability to understand, form trusted connections with, enjoy, and be comfortable engaging with youth
- Ability to serve as a role model for program participants
- Ability to be outdoors in cold and/or heat for active outreach and engagement with youth
- Will have or will obtain CPR and First Aid Certifications
- Satisfactory physical examination, drug test, criminal history check, driving record, and background check including but not necessarily limited to the Child Abuse and Neglect Central Registry (and/or out of state equivalent), SLED, Sex Offenders Registry, and DMV
- Possess valid South Carolina driver’s license
- Reliable transportation
- Auto insurance with appropriate liability limits to meet agency obligations

**Desirable Qualifications**

- Experience working with youth who have experienced homelessness or other traumas
- Experience and familiarity with local human services and community-based organizations
- Knowledge and/or experience in motivational interviewing and trauma-informed care
- Bilingual (Spanish/English)

NOTE: BIPOC, bilingual (Spanish preferred), and LGBTQIA2S+ persons are strongly encouraged to apply

<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

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Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*

*Do not sign below unless a job offer has been made to you using this job description; signature not required for those making an application.*

I \_\_\_\_\_ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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