

MENTAL HEALTH ASSOCIATION OF NEW YORK CITY, INC.

JOB DESCRIPTION

**DEPARTMENT / PROGRAM:** Department of Children and Families / Family Resource Center

**TITLE OF POSITION:** Senior Family Advocate

**PRIMARY RESPONSIBILITIES:**

The Family Advocate will be designated as Care Coordinator and provide coordination to families involved with multiple systems. Promotion of quality services, family empowerment, and provision of support to family members are central features of this position. Responsibilities include:

- Provide Care Coordination using the Family Network Model to a minimum of 20 families per fiscal year.
- Collaborate with various child-serving systems in order to maintain resource, referral and community commitment for families served through the Family Resource Center
- Work in collaboration with other staff members of the Family Resource Center to provide supportive services that meet the needs of enrolled children, youth and families.
- Advocate with families within the community to assure that their needs are being met.
- Provide outreach and presentations to schools, early intervention programs, clinics and other community based providers as time permits
- Identifying and referring families to the various social and recreational activities organized through the Family Resource Center
- Work with socially, economically, culturally and ethnically diverse groups in a mutually respectful manner using a strength-based approach.
- Work collaboratively with CSPOA – Children’s Single Point of Access
- Complete all paperwork in a timely manner.
- Other duties as assigned.

**QUALIFICATIONS:**

The Senior Family Advocate must be a parent of a child with a serious emotional and / or behavioral challenge and have experience in navigating the mental health system as well as other child-serving and family-serving systems. The Senior Family Advocate will have at least (3) three years experience as a Parent / Family Advocate and will be familiar with the Family Network model and comfortable facilitating Family Network meetings.

Please Submit your resume via fax or email or mail to :

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