

MENTAL HEALTH ASSOCIATION OF NEW YORK CITY, INC.

JOB DESCRIPTION

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

**TITLE OF POSITION:** Family Advocate – Part-time

**PRIMARY RESPONSIBILITIES:**

The Family Advocate is responsible for providing advocacy, supportive and educational services to families with youth who have serious emotional or behavioral challenges. Promotion of quality services, family empowerment, and provision of support to family members are central features of this position. Responsibilities include:

- Working in collaboration with other staff members of the Family Resource Center to provide supportive services that meet the needs of children, youth and families.
- Advocating with families within the community to assure that their needs are being met.
- Outreach and presentations to schools, early intervention programs, clinics and other community based providers
- Facilitate / Co-facilitate support groups
- Organize and support social and recreational activities organized for families.
- Work with socially, economically, culturally and ethnically diverse groups in a mutually respectful manner using a strength-based approach.
- Complete all paperwork in a timely manner.
- Other duties as assigned.

**QUALIFICATIONS:**

The 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. Experience in community organization, parent / group facilitation and computer skills are helpful. Family Advocate will be required to complete PEP training, Family Network Training, FDC Training, and Just the Basics Training, if they have not done so already.

Required: Bilingual Spanish – Able to read, write and speak Spanish fluently

Please send resume via fax, email or mail to:

**Angela Mora-Vargas, LMSW**  
**Supervisor – Family Resource Centers**  
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