



## JOB DESCRIPTION

**JOB TITLE:** TAY Peer Navigator, Half-time

**DEPARTMENT:** Field Operations

**SUPERVISORS TITLE:** CIS Project Manager and TAY Initiative Manager

**FLSA STATUS:** Non-Exempt

### **GERNERAL DESCRIPTION OF DUTIES**

The CIS TAY Peer Navigator will assist students (transition age youth from ages 16 to 30) and their families served through the Transition Age Youth (TAY) Mental Health Initiative. For the purpose of this grant, TAY will be identified as young people who are faced with the task of coping with a mental health challenge. The position requires the Peer Navigator to possess a “lived experience” of successfully navigating a mental health issue and be willing to disclose about personal struggles in dealing with mental health adversities. This position will include promoting self-advocacy, encouraging coping skills, empowering self-sufficiency, and instilling hope for TAY in their personal journeys. The Peer Navigator will need to understand how to effectively engage with TAY and be able to empathize with the challenges faced by this population. This position will necessitate excellent organizational skills, time management and the ability to maintain professional boundaries.

### **ESSENTIAL JOB FUNCTIONS**

1. Provide direct services to TAY students targeted for case management who have been identified by the Mental Health Support Specialist on campus.
2. Work in collaboration with the Mental Health Support Specialist to refer families of TAY to the NAMI Parent Navigator for additional support and assistance for social services.
3. Communicate effectively with TAY Teams (Project Manager, Mental Health Support Specialist, NAMI Parent Navigator, and TAY Initiative Grant Manager) and students.
4. Support students by modeling successful management of a mental health diagnosis.
5. Assist students and their families in completing medical, financial, and other forms in collaboration with the Mental Health Support Specialist.
6. Provide support to alleviate barriers to accessing health care, employment, and housing.
7. Serve as a mentor to TAY by teaching and offering supportive guidance on matters relating to self-esteem building, decision-making, problem-solving, time management, planning, and life skills.
8. Help to conduct research on service linkages to reduce barriers between TAY and services providers.



9. Coordinate transportation with TAY and their families to appointments by providing information on Metro routes.
10. Co-facilitate the weekly TAY Leadership group with the Mental Health Support Specialist.
11. Participate in Bi-Monthly TAY Advisory Council Meeting.
12. Attend Monthly Cluster Meetings and Quarterly In-Services as well as required and additional trainings.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor degree in psychology, behavioral sciences, or a related field and lived mental health experience.

### **MINIMUM EXPERIENCE REQUIREMENTS**

### **PREFERENCES**

Preference will be given to applicants with specific skill sets as to establish and maintain effective working relationships with internal/campus/external community.

### **REQUIRED KNOWLEDGE AND SKILLS**

1. Valid Texas ID or Driver's License and proof of liability insurance
2. Good written and verbal communication skills
3. Ability to work under supervision within CIS and the school
4. Computer skills: MS Word, Internet Explorer
5. Reliable to report for work as scheduled

### **GENERAL INFORMATION**

All new and rehires must pass a background test, and verification of information provided. (*This may include but not limited to assigned school district pre-approval hiring procedures*)

Staff will adhere to campus schedule unless otherwise indicated and verified by the CIS Dept. of Human Resources.