

JOB OVERVIEW

JOB TITLE	Young Peers Coordinator
DEPARTMENT	Young Peers
LOCATION	Niagara Falls, Batavia, or Buffalo
DIRECT SUPERVISOR	Chief Operations Officer (COO)

GENERAL JOB DESCRIPTION

Lead the ongoing development of the Young Peers Program within Western New York Independent Living, Inc. (WNYIL) covering Erie, Niagara, Genesee, Orleans and Wyoming Counties. Supervise Youth Peer Advocates. Provide peer support in person, and on-line.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Responsible for the coordination and supervision of the Young Peers Program.
2. Responsible for monitoring and evaluating the progress and impact of the program.
3. Achieve and report the progress of program goals to appropriate funding sources.
4. Supervise all Youth Peer Advocates (YPAs) according to WNYIL, Inc. policies, procedures and practices, including recruitment, hiring, evaluation and termination of staff.
5. Jointly develop the annual budget of Young Peers Program with the COO.
6. Monitor, maintain, and request goods and services necessary for the operation of the program.
7. Coordinate WNYIL, Inc.'s Young Peers Advisory Council, including the recruitment of members, meeting logistics, and recordkeeping.
8. Advocate and promote interests of the Young Peers Advisory Council in the community, state and nation.
9. Monitor and coordinate activities of WNYIL Inc.'s online Young Peers support forum.
10. Identify potential funding streams and assist with crafting funding proposals/grants.
11. Ensure the delivery of peer advocacy services to transition-age youth with disabilities.
12. Facilitate skill-building groups and trainings for young people with disabilities.
13. Inform individuals about various programs that are available to them and assist them in securing and/or maintaining benefits, such as vocational rehabilitation, social services, Medicaid, etc.
14. Conduct and collect the results of WNYIL, Inc.'s consumer satisfaction measuring tools and report results to the Young Peers Advisory Council and WNYIL, Inc.'s Administration.
15. Accurately document consumer services and required paperwork in WNYIL's Electronic Consumer Record (ECR), within two (2) working days of the date of service.
16. Monitor Electronic Consumer Service records to ensure that consumer data and reporting of services are complete and correct.
17. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
18. Participate in maintaining a neat, clean and safe work environment.
19. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate degree in Human Services or related field
OR
Bachelor's degree in Human Services or related field

- Professional and life experience may be considered in lieu of, in full or part of academic credentials.
- Candidates with a Youth Peer Advocate credential is preferred.

KNOWLEDGE & EXPERIENCE (if required)

- Be an individual who has self-identified as a person who has first-hand experience with emotional (mental health), behavioral challenges and/or co-occurring disorders.
- Be able to use lived experience with a disability, mental illness and involvement with juvenile justice, special education, substance use disorder and/or foster care to assist in supporting youth in their resiliency/recovery and wellness.
- Must have three (3) years of direct youth peer service experience.
- Experience as a supervisor or manager is preferred.
- Knowledge of persons with disabilities, federal and state laws pertaining to the rights of persons with disabilities.

SKILLS & ABILITIES

- Must have reliable transportation in order to travel independently across Erie, Niagara, Genesee, Orleans and Wyoming Counties.
- Demonstrate ability to engage with diverse groups of people.
- Excellent written, verbal, and interpersonal communication skills.
- Must have intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, Professional staff. Range: \$45,000 - \$50,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package.

403(b) retirement with Agency match.
Employee Assistance Program

OTHER

Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.
Western New York Independent Living, Inc. is an Equal Opportunity Employer.
Reasonable accommodations will be made for people with disabilities.
Western New York Independent Living, Inc. is a scent-free Agency.

Posting Information

Closing Date: September 30, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org