



Mental Health America of Northern California  
1908 O Street, Sacramento, CA 95811  
Phone 916-366-4600 • Fax 916-855-5448  
www.norcalmha.org

President of the Board – Gaylon Palmer LCSW • Executive Director – Susan Gallagher, MPPA • Associate Director – Dawniell Zavala, Esq.

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**JOB ANNOUNCEMENT: PART-TIME YOUTH ADVOCATE**

**LOCATION: MIDTOWN, SACRAMENTO**

**DEADLINE TO APPLY: JANUARY 27, 2017 | DESIRED START DATE: FEBRUARY 13, 2017**

Mental Health America of Northern California (NorCal MHA) is a 501(c)(3) public benefit organization dedicated to improving the lives of residents in the diverse communities of Northern California through advocacy, education, research, and culturally relevant peer support services. In all its programs, NorCal MHA works with individuals and families with mental health challenges to promote wellness and recovery, prevention, and improved access to services and supports.

NorCal MHA has an opening for a part-time (25 hours per week) Youth Advocate position at its Midtown Sacramento office. Working under the direction of the Family and Youth Coordinator, the Youth Advocate represents and advocates for the interests of youth who receive public mental health services in Sacramento County. The Youth Advocate also acts as a peer mentor to the youth and young adults we serve, makes public presentations to a variety of organizations to represent the youth perspective in mental health services, and co-facilitates two evening teen support groups per week. This is a youth peer mentoring position serving young people ages 12-25, so applicants must be able to relate as co-equal peers of the youth clients we serve. **Applicants must be at least 18 years of age, must currently identify as Transition Age Youth (defined under 9 CCR § 3200.280 as someone between the ages of 16-25), and must have personal lived experience of recovery from a behavioral, emotional, or mental health challenge.** Bilingual candidates and members of the LGBTQ community are strongly encouraged to apply.

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**MINIMUM QUALIFICATIONS**

**Applicants who do not possess all of these minimum qualifications will not be interviewed:**

- At least 18 years old
- Currently identify as a Transition Age Youth
- Personal lived experience of recovery from a behavioral, emotional, or mental health challenge
- Able to consistently work a minimum of 25 hours each week
- Able to work until 8:00 pm two nights per week, and work on weekends, as program needs dictate
- Reliable personal transportation readily accessible throughout the workday
- A valid class "C" California driver license
- An auto insurance policy meeting the minimum legal standards in California
- A clean criminal history, as evidenced by a California DOJ background screening
- One year of work experience – paid or volunteer – in a community organization, especially in a mental health or social services program, and/or in delivery of Children's System of Care services
- Any combination of education, training, and experience necessary to perform the Job Duties for this position, and likely to provide the required Knowledge and Abilities as described in this job announcement

**Please carefully review the application instructions listed at the end of this job announcement. Applicants who do not follow these instructions will not be considered for this position.**

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**JOB DUTIES**

**Core Responsibilities**

- Acts as a youth-to-youth peer mentor for young people (aged 12-25) receiving public mental health services
- Provides individual support and advocacy services to youth clients
- Helps youth prepare for and attend meetings that affect their services
- Provides support to youth following a crisis situation

- Provides information and referrals to community services and resources
- Empowers youth to articulate their needs to service providers
- Facilitates peer support groups
- Attends and participates in system-wide planning and policy meetings and committees
- Provides information, training, and education on the youth perspective to outside organizations and government agencies
- Participates in special events, conferences, trainings, and workshops related to Sacramento County's Children's System of Care (including behavioral health, juvenile justice, child protective services and special education)
- Prepares and maintain case notes, activity logs, and reports
- Provides mentoring and/or coaching to youth by helping them set goals and providing encouragement, motivation, and support
- Helps youth clients and their caretakers navigate the public mental health treatment system and identify and articulate what they need from services and providers
- Assists clients in building and maintaining personal support networks; helps youth in developing social skills needed to maintain positive interpersonal relationships
- Encourages youth to identify and engage in meaningful leisure activities, social activities, and/or hobbies that support their personal goals and reflect their unique cultural identities
- Provides recovery-oriented group activities and/or educational groups for youth to share personal stories and engage in collective problem-solving with peers and expand personal skill sets
- Ensures confidentiality is maintained at all times in accordance with Federal, State, County, and agency standards

#### **Other Responsibilities**

- Documents client contacts, maintains client files, monitors client progress, records information, generates reports
- Conducts youth client satisfaction surveys and youth focus groups
- Performs data collection activities and time studies
- Conducts meetings, trainings, and workshops
- Organizes, coordinates, and participates in public presentations and other public outreach activities
- Attends meetings with provider agencies and county mental health staff
- Performs all other duties as assigned

#### **KNOWLEDGE AND ABILITIES**

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##### **The ideal candidate will possess KNOWLEDGE of:**

- The basic needs and problems of youth mental health clients, including those from underserved and ethnic communities
- Principles of the self-help model of support for youth
- Available community resources for youth and young people
- Current laws regarding mental health, special education, juvenile justice, and alcohol and other drug services
- Self-help group facilitation techniques
- Peer support ethics and appropriate interpersonal boundaries

##### **Successful candidates will have the ABILITY to:**

- Apply self-help and support principles and techniques to resolve youth-oriented problems and issues
- Display professionalism in appearance, language, and conduct



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- Demonstrate organizational and time-management skills, self-confidence, and strong ethical traits
- Speak in public, facilitate meetings, and make group presentations
- Build coalitions among groups with differing needs and objectives
- Effectively communicate and collaborate with a wide range of organizations, government agencies, groups and individuals from different educational, economic, cultural, and racial backgrounds
- Effectively advocate for the interests and needs of others
- Demonstrate equality in relationships with youth clients and the capacity for self-awareness
- Use language that is non-judgmental and non-clinical
- Demonstrate culturally-sensitive and appropriate interaction
- Provide a consistent source of encouragement and hope to clients
- Model effective coping techniques and communication skills

## PHYSICAL REQUIREMENTS

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### This position requires employees to:

- Consistently work 25 hours each week and adhere to assigned schedule
- Frequently transport clients and drive to/from various locations within Sacramento County
- Perform moderate typing and engage in daily computer use
- Sit for the majority of the day
- Write notes or otherwise record important information
- Speak in public and make presentations to large audiences
- Work until 8:00 pm two nights per week, and sometimes work on weekends
- Occasionally travel to conferences/trainings held in distant locations

## COMPENSATION AND BENEFITS

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Employment at NorCal MHA is strictly at-will. This is a part-time (25 hours per week) position. Pay ranges from \$11.00 - \$14.00 per hour, depending on experience. This position is not eligible for employee health benefits, but is entitled to receive paid holidays and up to 58 hours of paid time off per calendar year.

## APPLICATION INSTRUCTIONS

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**Please read carefully. Applicants who do not follow these instructions will not be interviewed.**

### APPLICATION DEADLINE: JANUARY 27, 2017

To apply for this position, you must complete NorCal MHA's online employment application by the deadline listed above. **Only online applications will be considered.** The online application is available here:

<http://sgiz.mobi/s3/NorCal-MHA-Employment-Application>

You must upload your resume in the online application. A separate cover letter is not required.  
If you have any questions about this position or the online application, please contact:

**Name: SANDENA BADER**  
**Email: [sbader@norcalmha.org](mailto:sbader@norcalmha.org)**  
**Phone: 916-855-5427**