

EPIC `Ohana

Job Title: Youth Partner (Kauai)

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: DOH

Reports To: Youth Partner Supervisor

Job Summary

POSITION SUMMARY

The Youth Partner is responsible for engaging with youth, young adults and/or families in a community, home, or school setting. The primary role is to provide hope, one-on-one support, and mentorship to participants by strategically sharing experience with recovery/resilience and expertise in navigating systems and programs. The Youth Partner will act as a key team member of the youth's service team by providing peer support to youth in the Child & Adolescent Mental Health Division (CAMHD); supporting youth voice and empowerment by assisting the youth in development so as to improve their overall functioning and quality of life; and support in furthering authentic youth engagement in their clinical management plan. The Youth Partner will participate in meetings and/or trainings as deemed appropriate, be responsible for occasionally providing agency childcare when needed, and perform general office work.

The Youth Partner must demonstrate an active commitment to the EPIC `Ohana, Inc. mission and vision, and to strive to incorporate EPIC `Ohana, Inc.'s values in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide neutral peer support to youth in the Child & Adolescent Mental Health Division (CAMHD).
- Further youth engagement in their clinical management plan.
- Participate in team meetings and/or other meetings and trainings as deemed appropriate.
- Responsible for recording in meetings, when needed.
- Responsible for occasionally providing childcare, when necessary.
- General office work as needed (filing, phone calls, database work, faxing and typing).

OTHER DUTIES/FUNCTIONS

- Perform other related duties, as required and assigned.
- Regular attendance, required.
- Responsible for awareness and adherence to all company and safety policies and procedures.
- Attend and participate at trainings, all staff meetings, and individual supervision, as scheduled.
- Recommend improvements and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables.
- Addresses appropriate needs with supervisor and/or manager.

WORKING CONDITIONS

- Work Hours: Normal hours for the EPIC office are Monday through Friday 7:00 a.m. to 5:30 p.m. Employees may start as early as 7:00 a.m. or as late as 9:00 a.m. The end time for an employee's work shift will be based on the employee's designated start time.
- Must be flexible with work schedule, pending the need to deliver services outside the normal work shift. Hours may include weekend and evening hours.
- This job operates in a professional office environment.
- The physical exertion is moderate.

EQUIPMENT USED

- Must be proficient with computer use, including word processing, spreadsheets, map reading, email, and database usage.
- Maintain a moderate working knowledge of computers for data entry.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

MENTAL, PHYSICAL, AND COMMUNICATION DEMANDS

Mental Demands

- Must be self-directed, organized, and able to work independently.
- Must have excellent problem solving skills.
- Must work well under the pressure of meeting multiple deadlines in a fast-paced environment.
- Must have strong writing skills and be able to write clearly and accurately.
- Must have the willingness to be flexible and adaptable in a fast-paced environment.
- Must be able to support diversity in the workplace and serve a diverse population.
- Must be able to comprehend complex information such as social work reports and court documents.
- Must be approachable, non-judgmental, organized, and have a strength-based view of youth and families.
- Must be emotionally mature, objective, and support of people and their problems.
- Must have the ability to nurture and maintain positive relationships with all stakeholders, including the ability to engage family members from diverse communities.
- Must have the ability to work cooperatively with representatives of other agencies.
- Must have an attitude of continual learning.
- Must be able to synthesize and summarize complex information in ways that are understandable to family members and professionals.

Communication Demands

- Must have the ability to speak and write clearly.
- Must have a direct yet sensitive communication style.
- Must have strong communication skills and a strong ability to support and engage positively with community providers, professionals, social workers, service providers, and families.

- Ability to work with the child to understand their story, strengths, and challenges and serve as bridge to Family Wrap Partners and others;
- Ability to help the child advocate for child's preferences for services and support interventions/activities.
- Ability to partner and collaborate with Family Wrap Partners and others to implement the shared vision.

MINIMUM QUALIFICATION REQUIREMENTS

- Must be a young adult ages 18 to 27 who is willing and able to self-identify as a person who has or is receiving mental health services as a youth, and is prepared to use that lived experience in helping other youth currently navigating the system(s).
- Must have a high school diploma.
- A minimum of one (1) year related experience and/or training.
- Lived experience as a youth in a complex, youth serving systems, including behavioral mental health and/or child welfare.
- Experience assisting and advocating for youth.
- Ability to manage time well and work independently.
- Must have a strong working knowledge of Microsoft Office Suite and Outlook.
- Must maintain an ethical, responsible and professional attitude and demeanor under all circumstances at all times.
- Team player with a positive attitude and the ability to interact with all levels of the organization.
- Committed to quality and performance improvement.
- Successful criminal and child abuse and neglect background clearance as required by state regulations for those who work with children and families in the Child Welfare System.
- Valid driver's license, no-fault automobile insurance, acceptable motor vehicle abstract, and access to an insured, reliable vehicle is needed.

ADDITIONAL INFORMATION

OUR MISSION: EPIC believes that families are the foundation of our community and their well-being is inextricably linked to the health and prosperity of the community, state, and nation. EPIC 'Ohana, Inc. works to strengthen 'ohana and enhance the welfare of children and youth through transformative processes that are respectful, collaborative and solution-oriented.

OUR VALUES: In all that we do at EPIC, we try to embody the spirit of Aloha. We are committed to treating families, youth, service providers, and each other with respect, kindness, and dignity. Aloha speaks to the quality of our work, not just the particulars of it. It is the core of who we are.

"Aloha Spirit" is the coordination of mind and heart within each person. It brings each person to the self. Each person must think and emote good feelings to others. In the contemplation and presence of the life force, "Aloha", the following unuhi laulā loa may be used:

"Akahai", meaning kindness to be expressed with tenderness;

- "Lōkahi", meaning unity, to be expressed with harmony;
- "Olu'olu" meaning agreeable, to be expressed with pleasantness;
- "Ha'aha'a", meaning humility, to be expressed with modesty;
- "Ahonui", meaning patience, to be expressed with perseverance.

These are traits of character that express the charm, warmth and sincerity of Hawaii's people. It was the working philosophy of native Hawaiians and was presented as a gift to the people of Hawai'i. "Aloha" is more than a word of greeting or farewell or a salutation. "Aloha" means mutual regard and affection and extends warmth in caring with no obligation in return. "Aloha" is the essence of relationships in which each person is important to every other person for collective existence. "Aloha" means to hear what is not said, to see what cannot be seen and to know the unknowable. (H.R.S. §5-7.5)

Acceptable motor vehicle abstract:

- (1) No more than 3 moving violations and/or accidents in the most recent 3 years
- (2) No more than 2 moving violations and/or accidents in the most recent year
- (3) Drivers should have no "major convictions" within the last 5 years

"Major convictions" include:

- Driving while intoxicated or 'under the influence' (DWI or DUI)
- Leaving the scene of an accident
- Careless or reckless driving violations
- Homicide or assault through use of motor vehicle
- Attempting to elude a police officer
- Speed Exhibition or Racing
- Drivers who have a suspended or revoked license or those who have had 3 or more license suspensions in the past.

Essential Duties

- ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide neutral peer support to youth in the Child & Adolescent Mental Health Division (CAMHD).
- Further youth engagement in their clinical management plan.
- Participate in team meetings and/or other meetings and trainings as deemed appropriate.
- Responsible for recording in meetings, when needed.
- Responsible for occasionally providing childcare, when necessary.
- General office work as needed (filing, phone calls, database work, faxing and typing).

Secondary Duties

- OTHER DUTIES/FUNCTIONS

- Perform other related duties, as required and assigned.
- Regular attendance, required.

- Responsible for awareness and adherence to all company and safety policies and procedures.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

Must have a high school diploma and a minimum of one (1) year related experience and/or training. Must be a young adult ages 18 through 27 who is willing and able to self-identify as a person who has or is receiving mental health services as a youth, and is prepared to use that lived experience in helping other youth currently navigating the system(s).

Behavioral Characteristics

- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Social Orientation -- Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking -- Talking to others to convey information effectively.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention -- The ability to concentrate on a task over a period of time without being distracted.
- Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

Mathematical Skills

- Minimum skills -- Ability to add and subtract two digit numbers and to multiply and divide with tens and hundreds. Understanding of units of American currency, weight, volume and distance.

Computer Skills

- Word processing software
- Microsoft Office Applications including Outlook, Teams, etc.

Certification and Licensing

- Current First Aid and CPR certification, preferred. Additional training will be provided.

Current Driver's License (Class 3), Current Auto Insurance, and an Acceptable Driving Abstract.

Tools & Technology

- Access to insured, reliable vehicle.

Zoom and Microsoft Office 365.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to sit; use hands to finger, handle or feel; talk or hear.
- frequently required to walk.
- occasionally exposed to stand; reach with hands and arms; climb or balance; stoop, crouch, or crawl.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to wet or humid conditions; climb or balance; outdoor weather conditions.

The noise level in the work environment is moderate noise.