



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

School District of Philadelphia (SDP) PEC Identification & Outreach Project Job Description: Certified Peer Specialist

DEPARTMENT: School Services
Classification: Full-Time/Exempt
REPORTS TO: Supervisor

Job Description:

Summary The SDP PEC Identification and Outreach Project aims to increase the identification and support for students and their families who are McKinney-Vento eligible (i.e. experiencing homelessness, housing insecurity, in transition) in selected SDP schools and charters.

The Youth Certified Peer Specialist is responsible for providing trauma-informed peer outreach services designed to increase the identification and access to supports for students eligible for McKinney Vento services.

Essential Duties and Responsibilities

- Identifying students/families who qualify under the McKinney-Vento Homeless Assistance Act and connecting them to community resources which have inclusive and self-affirming services.
- Working with counselors and other homeless liaisons to support students/families.
- Responsibility is to work collaboratively with schools, students, and families to provide supports to students and families experiencing socioeconomic and health stressors. Will also assist with the coordination and implementation of monthly family forums.
- Talking to students, student groups, parents groups, both inside and outside of the school environment
- Provide peer mentorship to youth
- Participate in training and development activities
- Participate in weekly supervision
- Work collaboratively with the team to provide support and guidance for the youth
- Reports on activities, providing data to the team demonstrating tasks completed and not completed
- Provide guidance for connecting with community resources and behavioral health as needed
- Outreaching, engaging and connecting with community partners such as: food banks, laundromats, legal services, faith communities, motels, campgrounds, shelters, Boys and Girls clubs, LGBTQIA+ youth organizations, culturally-specific organizations, clinics serving low-income families, public benefits offices, etc.
- Guiding students to apply to summer programs and other enrichment programs.
- Assistance in connecting students to internships or jobs.
- Distribution of flyers, brochures, and posters in the community where students and parents frequent, such as courts, motels, libraries, laundromats, grocery stores, and pharmacies.
- Conducts trainings in group and individual format on McKinney Vento eligibility



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Additional Qualifications

- Must be a Certified Peer Specialist or open to being trained as a CPS
- Knowledge of the complexity of poverty, homelessness, mental illness, trauma, substance abuse and the impact on individual and community health, willing to learn and enhance professional skills

Competencies

- Knowledge of healthy peer mentorship
- Competent in providing trauma-informed care
- Ability to maintain healthy boundaries
- Skills in organizing and Planning
- Oral and Written Communication skills
- Results Orientation skills
- Ability to demonstrate cultural competencies and inclusivity
- Team Skills

Required Education and Experience:

- High school diploma or equivalent
- Experience in community outreach
- Certified Peer Specialist

Preferred Education and Experience:

- Undergraduate degree, college courses completed or Child Development Associate Credential (CDA).
- Experience working within school systems

Work Environment

- This job operates in a community environment. This role has access to the use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:



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- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

SEND RESUMES TO EMAKOWSKI@YSIPHILA.ORG