



On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

Job Title: Position:	QTAP Advocate Peer Mentor	Position Family: Career Level:	Program Service Provider
Initiative/Division:	LGBTQ Connection	WC Code/EEO:	8810/5
Location:	VOICES Napa 780 Lincoln Avenue	Travel Required:	Yes
Level/Salary Range:	\$20.80/hr - \$22.46/hr \$43,266/yr - \$46,727/yr	Position Type:	Full-Time/Hourly
HR Contact:		Date Posted:	

About On The Move	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!
Benefits:	<p>PTO: Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.</p> <p>16 Paid Holidays: Please refer to the OTM 2023-24 Calendar to for a schedule of holidays.</p> <p>Business Expenses: Preapproved, work-related travel, and \$30 monthly cell phone reimbursements.</p> <p>Health Benefits: Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (FSA/Childcare).</p> <p>Retirement: Employee contributions to a 403b plan are optional. Agency match up to \$1,000 after 1st year of employment.</p>

Applications Accepted By:

Fax or Email: 707-251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position	Mail: On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110
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Job Description

Position Summary

LGBTQ Connection is seeking a proactive, organized mental health advocate to support our latest initiative, the Queer-Trans Affirm Project (QTAP) in Napa County. The QTAP Advocate is dedicated to delivering outstanding customer service and firmly believes in treating everyone with dignity and respect, especially when facing mental health challenges. Collaborating closely with the Napa Program Director and QTAP Coordinator, the QTAP Advocate ensures a positive and welcoming experience for youth and families accessing the Queer-Trans Affirm Project.

This comprehensive Cognitive Behavioral Therapy (CBT) project aims to reduce stigma, promote mental wellness, foster community connections, and provide culturally sensitive services for LGBTQ+ adolescents and young adults.

Our QTAP Advocate collaborates with staff, school sites and community partners to identify youth participants for QTAP sessions. They offer peer navigation and logistical support to AFFIRM groups, as

well as general assistance to individuals in the LGBTQ+ community seeking specialized mental health services. The QTAP Advocate also works closely with the QTAP Coordinator to drive mental health services outreach and support wellness center meetings, mental health focused workshops and events.

Role and Responsibilities

Peer and Program Support to youth ages 14-24

- Support LGBTQ youth in their journey to achieve a healthy and congruent orientation/gender/identity expression.
- Assist the QTAP Coordinator in engaging youth and outreach efforts for socials, health services, and support groups.
- Schedule regular one-on-one and group session meetings with youth participants.
- Work with LGBTQ Connection leadership to address youth wellness and mental health needs.
- Make referrals to internal and external programs in order for youth to reach their goals: mental health, substance abuse, domestic violence, sexual assault, primary care, and non-healthcare services, as well as social/cultural enrichment programs.
- Collaborate on community projects focusing on LGBTQ awareness and activism, driven by youth input.
- Mentor, facilitate, and coach youth with humility, approachability, and accessibility.

On-Site Engagement:

- Attend AFFIRM support groups at wellness center sites and sites across Napa Valley.
- Support QTAP Coordinator with mental health assessments and service plans.
- Support Mentis practitioners onsite at support group meetings before and after sessions.

Social Events and Outreach:

- Co-lead AFFIRM and mental health specific events and group activities for youth.
- Research outreach opportunities and logistics for LGBTQ Connection's involvement.
- Assist in recruiting youth for support groups/socials.
- Develop and maintain relationships through networking and teamwork.
- Participate in tablings at schools and community events.
- Create and manage promotional materials for social media engagement and outreach.
- Contribute to strategizing, development, and promotion of fundraising events.

Professional Development

Team Engagement and Supervision:

- Attend weekly All Staff meetings for strategic team development and coordination of weekly tasks.
- Engage in weekly strategic and one-on-one meetings with the Program Director and QTAP Coordinator for supervision and guided professional growth aligned with the program's mission.
- Develop an individualized learning plan to enhance skills and capabilities within the role and program.

Training and Development:

- Participate in professional development training focused on LGBTQ+ issues and community engagement.
- Co-facilitate LGBTQ Best Practices training and other necessary training sessions to develop facilitation and presentation skills.
- Review and refine the existing training materials on mental health promotion for LGBTQ+ adolescents and youth and make recommendations for enhancement.
- Utilize training and resources from On The Move for self-reflection and interpersonal growth, promoting an inclusive and grassroots-driven organization focused on LGBTQ+ youth.

Communication and Support:

- Join monthly Reflection Meetings for effective communication and healthy team dynamics.
- Attend monthly Clinical Supervision meetings to refine mindful approaches to youth and community engagement.
- Assist QTAP Coordinator and Clinician with participant management activities using a youth-centered, trauma-informed approach.

ADMINISTRATIVE RESPONSIBILITIES:

Work Schedule and Communication:

- Manage an accurate work schedule using Google Suite.
- Stay updated with correspondence via email, phone calls, text messages, and Slack.
- Record coaching, information and referral progress notes and contacts in daily logs.
- Maintain up to date records by regularly entering progress notes and contact records into AirTable electronic database.

Documentation and Office Management:

- Create promotional materials like flyers and calendars for social media outreach.
- Use Paylocity for clock-in and clock-out to accurately track hours worked.
- Maintain and organize the shared office space.
- Participate in creative visioning and development of initiatives targeting local and rural LGBTQ+ communities.
- Experience with, or willingness to learn, different e-learning platforms and tools; such as Zoom, Canva, Prezi, and PowerPoint
- Perform all administrative and record keeping tasks associated with services provided in a designated time frame.

Front Desk and Visitor Management:

- Greet and welcome visitors at Wellness Centers and our main site.
- Handle visitor sign-ins efficiently.

Administrative/General:

- Participate in Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Additional duties as assigned

IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES

- Demonstrates passion for LGBTQ Connection's mission, promoting inclusive communities where LGBTQ+ individuals thrive, and adheres to organizational policies and procedures.
- Shows a strong passion for helping peers in regard to relationship building and cultivating healthy team dynamics
- Lived and/or professional experience in a related field or LGBTQ Studies
- Sensitivity to and knowledge of the unique life experiences, challenges, and strengths of LGBTQ community members
- Displays eagerness for both professional and personal growth.
- Exhibits willingness to take risks.
- Contributes to positive team dynamics and is supportive of teammates.
- Demonstrates initiative and proactiveness.

- Possesses strong time management skills.
- Proficient in using computers, software, and office equipment.
- Must be available for a specific schedule, occasional evenings and weekend hours as needed, or flexible schedule to include regular evening and weekend hours

KEY KNOWLEDGE, SKILLS, AND ABILITIES

- Preferred proficiency in English/Spanish, though not mandatory.
- Experience working with historically marginalized groups, such as transgender, non-binary, gender expansive individuals, people of color, low-income individuals, youth, older adults, disabled individuals, immigrants, those with a history of trauma, dually diagnosed individuals, people living with HIV, system-engaged individuals, and marginally-housed individuals.
- Embodies an equity mindset, understanding and commitment to the goals of diversity, equity, anti-racism, inclusion, justice, and belonging in the organization’s work and workplace.
- Familiarity or experience with Napa and Sonoma Counties.
- Strong verbal and written communication skills, including public speaking confidence or a willingness to learn.
- Comprehensive knowledge of community resources, agencies, and services.
- Collaborative decision-making approach.
- Proficient in using computers, office equipment, and software.

Last Updated By:	JWay	Date/Time:	5/5/24
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On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm eligibility for employment. Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.