

PRESBYTERIAN CHILDREN'S HOMES AND SERVICES OF MISSOURI

JOB TITLE: Mentor **FLSA STATUS:** Non-Exempt

LOCATION: STL, RGS, FCH, Columbia **DATE:** 01/02

REPORTS TO: Mentoring Coordinator **REVISION DATE:** 9/02; 10/04; 01/10

POSITION SUMMARY:

The purpose of the Mentor is to further implement specific treatment plan goals with assigned at-risk youth. The Mentor will work directly with youth and team members to ensure appropriate mentoring components are being delivered and that the quality of services meets agency and accreditation standards.

ESSENTIAL JOB FUNCTIONS:

- Provide direct mentoring services to youth and families assigned to the program.
- Develop, implement, and ensure quality of mentoring service components in accordance with the youth's treatment plan.
- Provide clients assigned services within the time frame targeted for those services and documentation to CFMA necessary to complete billing (service delivery, outcomes, and plan for future sessions) in a manner consistent with program goals and agency standards.
- Utilize mentoring review meetings or other self-directed opportunities for personal and professional growth.
- Ensure physical and public safety standards for youth are maintained during mentoring sessions/activities.
- Communicate youth progress and needs to appropriate team members on a regular basis.

JOB REQUIREMENTS:

EDUCATION:

Minimum of High School Diploma or GED; human service college courses, Associates Degree or Bachelor's Degree preferred. Upon employment, must pursue continuing education and/or in-service training required for this position.

EXPERIENCE:

Must be at least age 21; prior child care experience preferred.

SKILLS:

Ability to develop and maintain therapeutic relationships with children displaying behavioral and emotional problems; an ability to maintain an appropriate balance between being authoritative and supportive; an ability to not take children’s negative comments or behaviors personally; possess teaching skills to positively impact targeted youth, and must be able to make sound decisions in crisis situations and under pressure. Personal maturity is an extremely important attribute. Must be able to communicate effectively, verbally and in writing.

SUPERVISORY RESPONSIBILITIES:

Children only.

EQUIPMENT TO BE USED:

Must be able to drive an automobile safely. Must be able to use a telephone.

TYPICAL PHYSICAL DEMANDS:

Requires prolonged standing and walking; bending and reaching. May require lifting up to 25 pounds.

TYPICAL MENTAL DEMANDS:

Must be able to resolve problems, handle conflict and make effective decisions under pressure, Must be willing to interact positively with children displaying inappropriate behaviors and having angry/ hostile outbursts. Must be able to interact with youth and team members from various ethnic groups in a culturally competent and professional manner.

WORKING CONDITIONS:

Works with youth and families in the family home or in the community.

OTHER REQUIREMENTS:

Must hold a valid driver’s license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings as conducted by the *Missouri Department of Health and Senior Services* utilizing the *Family Care Safety Registry*. Must submit fingerprints for review by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease.

I have read and understand the responsibilities, qualifications, and demands of this job position, and I have had the opportunity to review this job description with my immediate supervisor.

EMPLOYEE: _____

SUPERVISOR: _____

DATE: _____

DATE: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT