

UNION SETTLEMENT

Job Description

Position: Advocate/ Mentor
Department: Youth Services
Reports to: AIM Program Director
Hours: Part-Time (19 hours/week)
FLSA: Non-Exempt
Reviewed: 07/23/2018

Position Summary:

The AIM Program (Advocate, Intervene, Mentor) is designed to work intensively alongside the department of Probation to assist program participants in 2 ways:

- a) Complying with the terms of Probation
- b) Addressing the various and oftentimes complicated issues associated with a history of involvement with the juvenile justice system. Program participants and Advocate/ Mentors will develop a partnership that enables participants to avoid re-arrest and change the trajectory of their lives.

The Part-Time Advocate/ Mentor will be responsible for developing a strong relationships with up to 2 high-risk youth currently on Probation. The Advocate/ Mentor will be expected to collaborate with family members of participants, the AIM Program Director, and Probation Officers. The Advocate/ Mentor may accompany program participants to appointments, assist program participants with developing life skills, and/ or intervene during a crisis; in the service of helping participants develop their capacities and greater self-sufficiency.

Responsibilities:

- Mentor up to 2 high-risk youth on probation. This includes meeting with Probation Officers on a weekly basis, attending events, trips, and/or activities for participants and families.
- Assist Program Director in developing Individualized Service Plans (ISP) and Safety/Crisis plans for participants.
- Participate in individual and group supervision with the AIM Program Director to provide updates and progress toward outcome achievement.
- Participate in Family Team monthly meetings to discuss participants progress, unmet needs, and support needed to enable participant in to achieve outcomes and goals outlined in the service plan.
- Attend on-site and off-site training as required by the Program Director.
- Make referrals as needed, in order to support the development and progress of participant and family.

- Attend and participate in workshops in the areas of Preventative Services, Life Skills, Leadership, and Life Redirection. Collaborate with Program Director to identify opportunities for civic engagement, pro-social recreational activities, and community service.
- Documentation of services and activities participants are engaged in, and participants progress toward achievement of goals.
- Additional duties as assigned by Program Director and Director of Youth Services.

Qualifications:

- Experience and knowledge of the Juvenile Justice System, Department of Probation, Family Court and Alternative to Detention (ATD) is highly preferred.
- Bilingual (English/Spanish) highly preferred.
- Must be available during scheduled work hours to ensure safety of participants and support of program staff, as needed.
- 21 years of age and older and able to commit to at least one year of mentoring services.
- Passion, expertise, dedication, and/or experience working with moderate to high risk urban youth, ages 13 to 18.
- Able and willing to complete the application and orientation process including interview, training and background checks (individuals with criminal backgrounds will be accepted if and when approved by the Department of Health).
- Ability to comprehensively read, write, and communicate verbally.
- Ability to work in a fast paced, challenging, and constantly changing environment and population without becoming overwhelmed or making rash decisions

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:
jobs@unionsettlement.org please indicate Advocate/ Mentor in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER