



# Family and Community Support Systems, LLC

## JOB TITLE: MENTOR

**Immediate Supervisor:** FCSS Director

**Job Description:** Serve as a positive role model for youth ages 5 – 18 in need of direction and assistance within their current placement and or community.

### **Core duties and responsibilities:**

- ◆ Positive role modeling
- ◆ Promote positive peer interactions
- ◆ Teach conflict resolution
- ◆ Teach anger management skills
- ◆ Social skills training
- ◆ Provide homework assistance
- ◆ Teach effective leisure time planning
- ◆ Teach effective communication skills
- ◆ Teach independent living skills
- ◆ Teach and model socially appropriate values, attitudes, and behaviors
- ◆ Provide assistance with adhering to rules of probation
- ◆ Network within the community for resources
- ◆ Communicate effectively with community agencies
- ◆ Respect client confidentiality
- ◆ Develop and implement treatment plans
- ◆ Complete and submit accurate documentation and billing on time
- ◆ Attend regular staff meetings
- ◆ Utilize consultation and supervision
- ◆ Communicate respectfully and professionally with clients, referral agents and co-workers
- ◆ Assume responsibility for professional growth and development

### **Minimum knowledge, skills and abilities:**

- ◆ Ability to keep professional boundaries
- ◆ Ability to perform job in accordance with the organization's policies & procedures
- ◆ Knowledge of child and adolescent development
- ◆ Ability to communicate effectively both verbally and in writing
- ◆ Must be able to adapt to change and demonstrate flexibility

### **Other Job Requirements:**

- ◆ Availability to work a varying schedule including evenings and weekends
- ◆ Possess valid driver's license
- ◆ Access to own vehicle to transport clients
- ◆ Must pass extensive background check
- ◆ Must have good driving record

**Educational requirements:** Prefer a four year degree, but will accept an Associate's Degree. Professional and life experiences may substitute for an educational degree. \* This is a part time (5-20 hours per week) contracted position, with no benefits.