



## POSITION DESCRIPTION

<b>Job Title:</b>	Youth Mentor I - IV	<b>Ariel Class:</b>	BSC	<b>Location:</b>	GJ
<b>Department:</b>	Youth Mentoring	<b>FLSA Status:</b>	Non-Exempt		
<b>Reports To:</b>	Youth Mentor Coordinator	<b>Hours Per Week:</b>	Less than 32		
<b>Office Use Only:</b>	B	<b>Travel Required:</b>	Nearly 100% local travel required.		
<b>Position Summary</b>					
<p>Youth Mentors are responsible for providing an enriching and supportive physical and emotional environment for at-risk youth. Persons in this position will be responsible for meeting with clients according to directions from the supervisor. The Mentors will act as a model &amp; advocate for the client and will act therapeutically towards the client to bring about changes in problem behaviors. Mentors are responsible for creating a broad social network and teaching the client to make use of those supports. The primary responsibility however will be to assist the client in building the skills necessary to reach their maximum potential in society.</p>					
<b>Ariel Clinical Services Mission</b>					
<p>To provide safe, nurturing and supportive environments for our clients so that they may have the opportunities to develop their strengths, maximize their potentials and fully participate in society.</p>					
<b>Essential Duties and Responsibilities</b>					
<ol style="list-style-type: none"> <li>1. Teach client's self help, social, interpersonal, academic and daily living skills as related to the child's treatment plan.</li> <li>2. Strict adherence to program policies regarding activities clients may participate in.</li> <li>3. Work with multiple social service agencies to provide the appropriate level of treatment for the clients in Youth Mentor programs.</li> <li>4. Participate in a variety of community activities to enhance youth's functioning.</li> <li>5. Coordinate weekly visits with youth and families. Meet consistently and model a reliable relationship.</li> <li>6. Provide long term commitment to youth assigned, as directed by supervisor.</li> <li>7. Establish rapport with clients/families in order that optimal information gathering may occur.</li> <li>8. Observe and record clients' progress through narrative reports which are due on a bi-weekly basis.</li> <li>9. Attend monthly supervision and team meetings.</li> <li>10. Transport clients to and from local events, entertainment facilities.</li> <li>11. Attend to and advocate for the client's needs (i.e. academic, recreational, community activities, and personal material needs).</li> <li>12. Communicate regularly and effectively with parents, guardians and others involved with the client.</li> <li>13. Provide a warm, encouraging, supportive and safe environment for clients and act as an appropriate role model.</li> <li>14. Maintain professional boundaries while establishing a trustworthy and beneficial relationship.</li> <li>15. Maintain a high level of confidentiality concerning the client, their family, background, treatment.</li> <li>16. Work closely with case managers and other team members related to the client.</li> <li>17. Participate in ongoing program evaluation to ensure program effectiveness.</li> </ol>					

<b>Additional Duties and Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Must work closely with other Ariel programs.</li> <li>2. Performs other duties as assigned.</li> </ol>
<b>Required Knowledge, Skills and Abilities</b>
<ol style="list-style-type: none"> <li>1. The ability to read, speak and write in English.</li> <li>2. The ability to communicate verbally and in written format in both individual and group settings.</li> <li>3. Ability to be flexible, and able to change direction rapidly.</li> <li>4. Ability to work independently, prioritize workload, complete a wide variety of tasks in a timely and accurate fashion and direct others, as needed.</li> <li>5. Must be available outside of traditional office hours including nights, weekends and holidays as necessary to perform the functions of the position.</li> <li>6. Exercise independent judgment within the scope and boundaries of the department, the Agency's Standard Operating Procedures, and Federal, State and Local Rules and Regulations regarding department operations.</li> <li>7. Ability to organize and present case material in a straight forward and concise written manner such that communication among treatment team members is clear concerning the client/family.</li> <li>8. Ability to provide reliable, insured transportation for self and others through the community served.</li> <li>9. Ability to make sound judgment and use common sense as related to clients' abilities, skills and knowledge.</li> <li>10. Ability to deescalate aggressive behaviors without means of restraint.</li> <li>11. Knowledge of community resources (social, public agency and information) in order to assist families/clients in accessing these resources.</li> </ol>
<b>Education and Experience</b>
<p>Required</p> <ol style="list-style-type: none"> <li>1. High School Graduation or equivalent, minimum age 18.</li> <li>2. Desire to work with a wide variety of youth with significant emotional, mental and physical needs in many different settings.</li> </ol> <p>Highly Desired</p> <ol style="list-style-type: none"> <li>1. Prior experience working with an at-risk youth population including mentoring activities within the community.</li> </ol>
<b>Certifications/Licenses</b>
<p>Required</p> <ol style="list-style-type: none"> <li>1. Valid Regular Drivers License with acceptable driving record.</li> <li>2. Ongoing training, as assigned by supervisor.</li> <li>3. CPR, 1<sup>st</sup> Aid – within 60 days of hire.</li> </ol> <p>Highly Desired</p> <ol style="list-style-type: none"> <li>1. QMAP – As required by client base served.</li> <li>2. CPI – As required by client base served.</li> <li>3. SIP – As required by client base served.</li> </ol>
<b>Supervisory Responsibilities</b>
None

<b>Physical Demands</b>	
<ol style="list-style-type: none"> <li>1. This position requires that the incumbent be capable of walking, bending, standing, sitting, stooping, stretching, and/or reaching regularly for periods up to 5 hours without a break.</li> <li>2. This position requires that the incumbent have adequate hand and finger dexterity to properly perform the functions of the position.</li> <li>3. This position requires lifting regularly up to 10 pounds and occasionally team lifting up to 200 pounds.</li> <li>4. This position requires the ability to hear, see, smell and distinguish temperature, at a level which is adequate to ensure client and staff health and safety. Corrective devices are acceptable.</li> <li>5. This position will require daily driving of up to 1 hour per day and occasionally up to 8 hours per day.</li> <li>6. Climbing may be required from time to time.</li> </ol>	
<b>Work Environment</b>	
<ol style="list-style-type: none"> <li>1. This position can and will be exposed to all environments from quiet to noisy, climate controlled to extreme outdoor heat and cold.</li> <li>2. Exposure to bloodborne pathogens and infectious disease is possible, but limited.</li> <li>3. Exposure to hazardous chemicals is possible, but limited</li> </ol>	
<b>Required Background Checks &amp; Documentation</b>	
<ol style="list-style-type: none"> <li>1. Central Registry</li> <li>2. Colorado Fingerprint Check</li> <li>3. FBI Fingerprint Check – if resident of Colorado for less than 25 months.</li> <li>4. Acceptable, valid Drivers License and Motor Vehicle Record.</li> <li>5. No history of client abuse, violence, or felony arrests.</li> <li>6. Drug Testing is required for some positions within this category.</li> </ol>	
Youth Mentor I	Works with at-risk youth.
Youth Mentor II	Additionally works with Sex Offenders
Youth Mentor III	Additionally works with MDS Clients.
Youth Mentor IV	Additionally works with YAP and NYC Clients