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**Job Title:** Minor Mentoring Coordinator  
**Department:** Minor Mentoring  
**Work Location:** Remote/Multiple Counties within NE Ohio  
**Reports To:** Director of Minor Programming  
**Status:** Full Time  
**Classification:** Non-Exempt

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**Reaching Above Hopelessness and Brokenness, Inc.**

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

**What You Will Do/Need (Job Summary)**

Coordinate mentoring services offered to youth ages 11-17 in collaboration with the MCBP. Assist Director of Minor Programming with program expansion to offer mentoring in multiple counties throughout NE Ohio. Provide mentoring to youth between the ages of 11-17 within the RAHAB Minor Mentoring Program.

**Responsibilities (Essential Duties and Responsibilities)**

- Attend and participate in treatment team meetings and/or MDT teams
- Visit youth who are in detention and residential facilities
- Build relationships with youth involved in collaboration with the MCBP CM
- Assist in recruiting and training new volunteers throughout Northeast Ohio
- Collaborate with Volunteer Coordinator to pair youth with a suitable mentor
- Track hourly mentoring data and submit monthly reports to Director of Minor Programming
- Attend court staffings and suitability meetings for incoming youth as needed
- Participate in case reviews with MCBP Team
- Co-Lead Trainings to equip incoming minor mentors and volunteers
- Serve as a one-on-one mentor for a youth involved in the Minor Program
- Communicate any crisis/emergency situations to Director of Minor Programming
- Work closely and communicate regularly with RAHAB MMP and MCBP Staff
- Work closely and communicate regularly with community partners
- Spend a minimum of 1 night a week at Selah's Place

**Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Complete day-to-day operations with Excellence
- Mature relationship with Christ
- Ministry-minded and ability to engage non-Christians from difficult backgrounds
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented and punctual
- Organized and efficient
- Flexible availability
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Ability to navigate and guide conversations well in an all-female setting
- Ability to problem-solve well and not give up in complex situations
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation



- Must be 21 years of age or older
- Must have a valid Ohio Driver’s License
- Must submit and pass a Federal Background check
- Experience in Google Docs and Microsoft Office is a plus

**What Will Make You Special (Preferred Knowledge, Skills, and Abilities)**

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- Experience in working with youth preferred

**Characteristics of the Position (Competencies)**

- Seeks to foster a positive and encouraging environment
- Maintains physical and emotional safety for youth
- Strives to maintain a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for youth

**Physical Demands and Work Environment**

Light physical demands; transporting youth as necessary

**Position Type and Expected Hours of Work**

Willing to work a flexible shift: 40 hours per week

**Travel**

Local travel with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle

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***Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.*

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**Employee Acknowledgement**

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*Signature*

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*Date*

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*Printed Name*