



Job Title: Mentor
Department: Minor Programming
Work Location: Selah's Place (mentoring centers in Summit & Cuyahoga counties), Community
Reports To: Minor Mentoring Program Supervisor
Status: Part Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking

What You Will Do/Need (Job Summary) Provide one-on-one mentoring to youth participants of the Minor Mentoring program in Summit and Cuyahoga counties

Responsibilities (Essential Duties and Responsibilities)

- Attend and participate in all Minor Mentoring and RAHAB staff meetings
- Visit youth who are in detention and residential facilities
- Build relationships with youth involved in mentoring in collaboration with other program staff
- Collaborate with Volunteer Coordinator to pair youth with a suitable mentor when applicable
- Complete required documentation and administrative responsibilities including but not limited to: mentoring reports, timesheets, emails, incident reports, in-kind donation receipts, mileage, and credit card statements
- Serve as a one-on-one mentor for youth involved in the program
- Engage youth in positive community activities throughout the week
- Work closely and communicate regularly with Minor Mentoring and Willows Staff
- Work closely and communicate regularly with community partners
- Spend a minimum of 1 night per week at Selah's Place as needed
- Attend intakes for new youth and complete required paperwork

Coordination

- Work closely and communicate regularly with RAHAB Minor Mentoring Team and other RAHAB staff as needed
- Communicate any crisis/emergency situation to supervisor following proper procedure

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Ministry-minded and ability to engage non-Christians from difficult backgrounds
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Flexible availability (this position requires evening hours)
- Adaptable to ever-changing schedules and plans that come with the nature of the role
- Ability to navigate and guide conversations well in an all-female setting



- Strong time-management skills
- Ability to problem solve well and stay engaged through complex situations
- Provide 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

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

- Previous experience and knowledge in human trafficking field
- Experience 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

15-20 hours per week. Hours would primarily be afternoon/evening hours from 2PM – 6PM on weekdays; availability on additional days for required staff meetings and trainings also required.

Travel

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

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.*



Employee Acknowledgement

Signature

Date

Printed Name