



Job Title: Minor Mentoring Program Specialist
Department: Minor Mentoring
Work Location: Summit County
Reports To: Minor Mentoring Program Coordinator
Status: Full Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

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

What You Will Do/Need (Job Summary)

Maintain the RAHAB Minor Mentoring Center and activities that take place therein 3 nights a week; Provide mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program.

Responsibilities (Essential Duties and Responsibilities)

Mentoring Center:

- Maintain activities at Minor Mentoring Center upon request of Minor Mentoring Program Coordinator
- Maintain inventory of all food, supplies, and furnishings at mentoring center
- Design 2 activities per week for Selah's Place that equip youth with therapeutic coping skills or valuable life lessons; display activities for mentors and youth to engage in during open hours
- Foster a safe and encouraging environment for youth; provide youth with positive and supportive interaction
- Follow all safety protocols and procedures to maintain safety and security for youth, staff, volunteers and self.
- Promote biblical conflict resolution among youth
- Handle communications with local Foodbank including but not limited to; placing and picking up orders, keeping proper documentation, and weekly temperature checks of stored food at Selah's Place
- Oversee the interns in the minor mentoring program throughout the entirety of the program
- Be point of contact for donations needed at Selah's Place, and organize donations as they are brought in
- Deep clean Selah's Place weekly
- Coordinate the Monday Meals at Selah's Place with volunteers
- Complete required documentation and administrative responsibilities including but not limited to; mentoring reports, time sheets, volunteer calendar, Foodbank, end of month paperwork, incident reports, in-kind gift receipts, communicating maintenance issues to building manager at The Well, scheduling water cooler drop off and pick up
- Maintain and update all resources binders

Individual Mentoring:

- Meet weekly with assigned mentees outside of Selah's Place hours and be physically, emotionally, and mentally present with youth when meeting with them
- Be the initial point of contact with mentees in collaboration with Minor Mentoring Program Coordinator
- Visit youth in program who are in detention and residential facilities
- Provide rides for youth who are going to and from Selah's Place.
- Serve as an In-House Mentor at Selah's Place 3 days/week; 2-6pm during the school year; 1-5pm during the summer



- Build relationships with volunteers who attend Selah's Place. This includes scheduling volunteers, holding them accountable for filling out time sheets, familiarizing them with Selah's Place.

Coordination:

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

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
- 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

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- Ability to lift 50lbs due to donations

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

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