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**Job Title:** Minor Mentoring Program Specialist  
**Department:** Minor Programming  
**Work Location:** Cuyahoga County  
**Reports To:** Minor Mentoring Program Supervisor  
**Status:** Full Time  
**Classification:** Non-Exempt

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**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)**

Facilitate the Cuyahoga County RAHAB Minor Mentoring Program; Provide mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program, maintaining the Cuyahoga County mentoring space (Selahs Place), and communicate with mentoring volunteers.

**Responsibilities (Essential Duties and Responsibilities)**

- Mentor youth 12-18+ in individual mentoring throughout Cuyahoga County
- Serve as the main staff at the Cuyahoga County Selahs Place by being there a minimum of 2 nights per week, and maintaining regular office hours in the space
- Assist Minor Mentoring Program Supervisor in pairing youth with a suitable volunteer mentor and complete follow-ups with paired youth & family monthly
- Co-Lead specialized minor mentoring training to equip incoming minor mentors and volunteers
- Facilitate volunteer check-ins monthly
- Organize and track youth visits and necessary paperwork in Monday.com and other systems
- Attend court hearings with the Minor Mentoring Community Liaison to engage and support Cuyahoga County youth in the courtroom
- Schedule Minor Mentoring Volunteers for the Cuyahoga County Selahs Place
- Attend all required RAHAB meetings and trainings
- Ensure CC Minor Mentoring Volunteer Information is kept up to date
- Track In Kind Gift Receipts for all donations coming into CC Selahs Place
- Ensure completion of all necessary volunteer hours reporting

**Coordination:**

- Communicate any crisis/emergency situation to supervisor following proper procedure
- Work closely and communicate regularly with RAHAB Minor Team Staff and volunteers
- Speak on behalf of RAHAB at events
- Serve in the Summit County Selah's Place as needed
- Assist the Summit County Minor Mentoring team as needed

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

- Ability to read people and lead with keen discernment
- Complete day-to-day operations with Excellence



- Mature relationship with Christ
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented
- 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 individual in personal vehicle

#### **Position Type and Expected Hours of Work**

Willing to work a flexible shift: 32 - 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*