



## JOB POSTING

**Position:** Mentoring Plus MENTOR  
**Worksite:** NW Ramsey County and St. Paul  
Office is  
NYFS, 3490 Lexington Ave N. #205  
Shoreview, MN. 55126

<b>Job Status:</b>	Part time	<b>Eligible for Benefits:</b>	No
<b>Exempt:</b>	No	<b>Budget Responsibilities:</b>	None
<b>Supervisor</b>	<b>Mai Xiong</b>	<b>Pay is \$15 per hour + mileage</b>	

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**Purpose of Position:** To increase the stability of youth experiencing personal and social at-risk circumstances by improving their utilization of and interest in community activities, services and resources.

### **Qualifications (Education, Experience, Abilities)**

- Bachelor's degree in psychology, family social science, social work preferred
- Completing degree acceptable...2 years of related experience minimum
- Ability to work independently while utilizing supervision
- Working understanding of issues related to youth development and mental health diagnoses
- Ability to establish relationships that empower youth and families
- Knowledge of Ramsey County resources
- Ability to access free and low cost community events and activities
- Must have car and valid MN driver's license
- Must be able to communicate effectively in verbal and written form
- Basic computer skills (word processing, e-mail)
- Must be active with a healthy lifestyle

### **Job Responsibilities/Principal Duties:**

#### MENTOR

- Develop and maintain positive relationship with mentee
- 6 MONTH COMMITMENT – 3 HOURS PER WEEK
- Develop activity and resource plans in advance
- Proactively engage supportive services

- Transport youth safely in your vehicle

#### CASE MANAGEMENT

- Assess youth needs in cooperation with county and NYFS caseworkers
- Review established goals and develop action plans to be consistent with diagnostic assessments and any treatment plans
- Support caseworkers in execution of plans
- Maintain case notes
- Actively participate in individual supervision and group consultation
- Maintain accurate statistical data and case records

#### COMMUNITY BUILDING

- Participate in all required trainings, consultations
- Participate in community initiatives that benefit the needs of youth in the program
- Assist NYFS staff as they develop Mentoring Plus opportunities with other mentors
- Occasional speakers bureau and public speaking opportunities

#### OTHER RESPONSIBILITIES

- Abide by policies and procedures of NYFS.
- Participate in NYFS public relations and marketing efforts, including representing NYFS at community functions as requested
- Abide by NYFS Core Values
- Develop and maintain sensitivity to employee diversity in the work place and  
. Develop cultural competence related to services provided.

#### TO APPLY FOR THIS POSITION:

To apply for this position, please e-mail a PDF, Word, or text-formatted resume to [mai@nyfs.org](mailto:mai@nyfs.org), fax (651) 486-3858 (Attn: Mai X.) or download application materials at [www.nyfs.org](http://www.nyfs.org).

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