

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**YOUTH MENTOR VOLUNTEER**

**Department: Placements/ Youth Services**

**Pay Grade:** **NA**

**FLSA Status: Volunteer**

**JOB SUMMARY**

This position is a non-clinical and non-child welfare position, which focuses on supporting children and youth in care, by providing support under the direct supervision of a licensed child welfare position or equivalent. This position will report to the Youth Care Specialist Lead.

**ESSENTIAL JOB FUNCTIONS**

* Ensure the safety of youth by following all proper regulations, safety recommendations and procedures each day.
* Record information and document incidents as they occur to help keep track of problem behaviors or unsafe conditions.
* Document all interactions with youth(s).
* Create a safe and caring environment for high-risk youth.
* Supervise visitations between children and their families.
* Promote a respectful environment that fosters a positive, courteous, and dignified atmosphere for participants, staff, and stakeholders.
* Keep supervisor fully informed of activities, pertinent issues, upcoming events, and potential problems.
* Adhere to established safety procedures and practices in the work area.
* Attend and successfully complete all mandated training courses.
* Adhere to all confidentiality rules.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Performs other related volunteer duties as assigned.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**QUALIFICATIONS**

* Volunteers will be at least 21 years of age.
* Good relationship building skills and ability to maintain constructive relationship boundaries with youth.
* Preferred experience working with at-risk children and youth.
* Willing to engage in ongoing training focusing on trauma informed mentoring and relationship building.
* Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

**Knowledge, Skills and Abilities:**

* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Ability to maintain a positive and reliable attitude concerning all aspects of working in a challenging environment, including significant patience and respect for children and families who can become quite demanding.
* Ability to be sensitive to cultural needs and willingness to serve as a positive member of a working team.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* Ability to prioritize multiple tasks and projects.
* Ability to work independently with minimal supervision.
* Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace.  Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1500.  Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**DRUG-FREE WORKPLACE**

Partnership for Strong Families maintains and enforces a Drug-Free Workplace program.  New employees are required to be drug tested prior to employment.  In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing.  Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Volunteer Name (Print) Supervisor’s Name (Print)**

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**Volunteer Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**