



JOB DESCRIPTION

Title: Mentor
Classification: Full Time/Non-Exempt
Reports To: POWER Connection Supervisor

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to individuals with substance use and co-occurring disorders.

Mentors at POWER – employees with lived experience – provide peer recovery support services to high-risk individuals who are 18 years of age or older. The services Mentors provide are non-clinical and ideally are most successful when combined with professionally-directed care including drug and alcohol treatment. Mentors serve as recovery and wellness coaches by modeling healthy recovery, teaching the skills necessary to achieve and sustain recovery, and supporting clients in their efforts toward making recovery-oriented changes in their lives. Through a client-centered approach and within a Recovery Oriented System of Care (ROSC), Mentors assist their clients by linking them to needed resources and services in the community and helping them develop their own system of natural supports. The key to the Mentor's work is forming healthy growth-producing relationships, sharing success in overcoming barriers, and motivating clients to responsible action.

Essential Duties & Responsibilities

- Provide on-going recovery support services to approximately 20 – 30 individuals who are in various stages of the recovery process including, for example, those who are ambivalent or precontemplative about making recovery-oriented life changes and those who are already in recovery but need help sustaining their recovery gains as they continue to build a foundation for long-term success.
- Provide outreach and utilize assertive engagement strategies to connect with individuals and help motivate them to consider beginning or strengthening their recovery.
- Work collaboratively with the client to complete a needs assessment that identifies strengths and needs and develop an individualized Recovery Plan (within the first 6 months of admission) that is based on concrete, measurable, realistic goals that reflect the needs assessment. Review the Recovery Plan every 6 months and monitor progress toward goals per agency's policies and procedures.
- Based on a needs assessment, work with clients to identify and access resources in the community to meet the needs identified. Promote the use of natural resources within the community. Help clients become familiar with treatment and other service options and resources. Link clients to needed services with an emphasis on modeling and teaching them how to access available services for themselves.
- Work with clients to identify and build upon their strengths and empower them by providing opportunities to direct their own recovery process. Teach skills, and support mastery of skills, needed to support and facilitate an individual's recovery.

- Encourage and support individuals in accessing and remaining engaged in treatment for substance use disorders, as well as for co-occurring disorders or mental illness. Using Motivational Interviewing, help to motivate clients to consider treatment and link to appropriate assessment services.
- Work with POWER's Nurse/Lead Health Navigator to assist clients in developing a holistic approach to overall health and wellness, paying particular attention to their primary health and preventive health care needs.
- Engage and maintain regular contact with various treatment providers and other health and human service agencies including CYF and the criminal justice system to collaboratively support clients in their efforts.
- Provide education and information about self-help groups including, for example, 12-Step Programs, faith-based institutions or organizations, etc.; help connect clients to these community-based resources.
- Participate in assigned team meetings and/or consultations as requested.
- Participate in assigned and/or appropriate outreach activities to further the program or POWER.
- Provide all assigned paperwork, complete, accurate and on time as determined by POWER.
- Participate in assigned meetings, staff development and trainings.

Qualifications & Requirements

- Must be at least 18 years of age, have a minimum of 5 years' experience living with a substance use disorder, and a minimum of 5 years' of demonstrated recovery time. Must be willing to share personal recovery experience.
- Possess a high school diploma or GED.
- CRS (Certified Recovery Specialist) credential preferred; or ability to complete required training for subsequent certification by the Pennsylvania Certification Board (PCB) within three months of hire.
- Two years' work history in a behavioral health care environment preferred, but not required.
- Demonstrate sensitivity to the complexities of problems with alcohol and other drug use and the challenges of recovery; ability to establish empathy with clients and their families and focus on and reinforce strengths and positive behaviors.
- Be open to a multiple-pathways approach to treatment and recovery services, including openness to supporting those engaged in Medication-Assisted Treatment as well as those choosing abstinence-based approaches.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Understand and support a trauma-informed system of care.
- Willingness to become knowledgeable about ROSC and guiding principles.

- Ability to work with diverse populations and cultural backgrounds; support POWER’s mission with a sensitivity of cultural diversity and workplace harmony.
- Comfortable working independently in community settings and demonstrate a high level of energy and commitment.
- Good computer skills.
- Possess a valid PA driver’s license, use of a reliable vehicle to transport clients, including children, on a daily basis and documentation of agency-required vehicle insurance.
- Ability to secure Act 33 and 34 clearances.
- Value for and ability to deliver excellent customer service.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.

Working Conditions

- Ability to work and deliver services in the community including in clients’ homes, CYF offices, hospitals and health care facilities, the Allegheny County Jail, and other locations throughout Allegheny County.
- Ability to work the hours necessary to complete the work.

Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____