



JOB DESCRIPTION

Title: Mentor
Classification: Full Time/ Non-Exempt
Reports To: Team 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 women with substance use and co-occurring disorders.

The Mentor provides on-going recovery support to high-risk women including, for example, women involved with CYF or the criminal justice system and women who are pregnant, homeless or hard to engage women. The Mentor assists women with developing their own system of natural supports. The key to the Mentor's work is forming healthy growth-producing relationships, sharing her success in overcoming barriers and motivating clients to responsible action.

Essential Duties and Responsibilities

- Provide on-going recovery support services to approximately 15 to 25 women who are in active addiction or early recovery.
- Work with Mentees to develop a service plan that is based on concrete, measurable, realistic goals and monitor the service plan on a regular basis.
- Assist Mentees to identify their specific needs and work with them to identify and access resources in the community to meet those needs.
- Support Mentees in identifying and building upon their strengths.
- Encourage and support Mentees in accessing and remaining engaged in AOD/Co-occurring/Mental Health treatment.
- Maintain regular contact with the various treatment providers to monitor the Mentee's progress.
- Model for the Mentees how to begin and/or continue in a recovery program they choose such as 12-Step, faith-based or an alternative of their choice; how to choose a sponsor; how to choose a "home group" if appropriate; and to develop and utilize a support group of recovering women.
- Accompany and transport Mentees for treatment visits, health and human service appointments, Court appearances, recovery support and any other supportive services based on the Mentees' status and individualized needs.
- 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.

Requirements

- This position requires the applicant to be a woman with a minimum of five years in recovery from addiction to alcohol or other drugs with a strong recovery program and system of natural supports.
- High school diploma or GED.
- Understanding of and sensitivity to alcohol and other drug use and the recovery process.
- Understands and supports a trauma informed system of care.
- 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.
- Basic computer skills.
- Good verbal and written communication skills.
- Solid organizational skills.
- 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.
- Understand and support a trauma informed system of care.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

Working Conditions

- Working in the various offices located in CYF or Magee-Womens Hospital.
- Able to deliver services in the assigned Mentees' homes and communities covering 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: _____

(Revised 08/15)