

**New Life Centers  
Mentor**



Updated Dec2020

New Life Centers provide intensive, community-based programs for youth in the Little Village, Humboldt Park, Midway and Brighton Park neighborhoods of Chicago. The target demographics of New Life Centers are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction. We envision youth and families transformed by hope, becoming men and women of character to create a flourishing, unified neighborhood.

**Position Summary**

The Mentor will work Full-Time 40 hours per week (Non-Exempt). Hours are mainly after-school hours with some flexibility. The mentor is responsible for youth one-on-one and group mentoring and advocacy, sports coordination, as well as high-quality program facilitation during after-school hours. Mentoring hours will vary. The mentor demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.

**Job Responsibilities:**

- Hosts participant information sessions in collaboration with other staff, to explain expectations, roles, and responsibilities of participants
- With team, plans and implements outreach and recruiting of youth to program as needed
- Serves as a liaison and youth advocate with families, school administrators, social and youth service agencies and the juvenile justice system
- Implements and monitors progress of youth case plans, goals and objectives
- Intentionally focuses on a caseload of approximately 10-15 youth in a one-on-one mentoring capacity
- Administers intake and youth assessments, and assists in ensuring accuracy and completeness of youth files
- Produces documents, receipts and correspondence regarding activities and progress as requested by Supervisor
- Serves as a linkage and support for individuals and families to enhance their assistance and use of opportunities and programs in the community (ie. Job programs, GED, drug treatment)
- Assists in weekly planning and program facilitation and youth social activities/outings; (May include In-School small groups, Neighborhood sports leagues, Summer sports/activities nights, etc.)
- General knowledge of sports
- Willingness to coach sports groups
- Maintains and documents required quantity/quality of contacts with all youth as requested by Supervisor
- Communicates with key staff, mentees and mentee caregiver(s) to ensure the youth's needs are addressed

*Other Duties as Assigned*

- Attends mandatory weekly and Quarterly staff meetings
- Attends required trainings and meetings as necessary

**Required Qualifications:**

- **Must become a Mandated Reporter**
- **Must pass a standard background check**
- **Must pass a Child Abuse and Neglect Tracking System background check**

- **Must pass a National Sex Offender Registry background check**
- Must have a working phone and phone number
- One-year experience working in the human services field in a capacity that involves direct services to at-promise youth
- Cross-cultural competency
- Some knowledge of the challenges and needs of at-promise youth; Some knowledge of the general sociological, economic and environmental conditions contributing to juvenile delinquency and maladjustment
- Good listening and communication skills
- Ability to inform youth and assist youth in healthy decision-making skills through coaching
- Proficient in Microsoft Word and Excel
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties
- Must keep confidentiality of records and participant information
- Ability to establish and maintain effective working relationships with others
- Desire and ability to establish and maintain long-term relationships with youth
- Ability to communicate effectively both written and verbally
- Bilingual in Spanish/English highly preferred but flexible
- Valid Illinois Driver's license, insurance, good driving record, access to a vehicle to transport youth and self to mentoring sessions; subject to driving background check

#### **Desired Qualifications:**

- Bachelor's degree from an accredited college or university in Human or Social Services, Sociology, Psychology, Education or a closely related field
- Knowledge of public and private agencies which provide youth and/or supportive services and trainings

#### **How to Apply:**

Please submit the following materials to [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (min. 2 professional references, email and phone included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Mentor" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*