

**New Life Centers of Chicagoland, NFP
GEMS Girls Mentor**



Rev. Sept. 2021

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village, Humboldt Park, Pilsen, and Brighton Park neighborhoods of Chicago. The target demographics of programs are; gang-affiliated youth, youth involved in the juvenile justice system, 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 identified 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.

Position Summary

The GEMS Mentor will work Full-Time 40 hours per week, non-exempt, benefits available. The GEMS Mentor is responsible for mentoring young ladies in one-on-one and group settings, high-quality weekly program facilitation in/out of school, events/activities that may include sports, and advocacy such as connections to other social services. The mentor demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland. This position will primarily take place in Little Village.

Job Responsibilities

- Hosts participant information sessions, to explain expectations, roles, and responsibilities of participants.
- 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.
- Assists in creation, implementation and monitoring of progress of youth case plans, goals and objectives set with you and family/school.
- Assist youth and families strengthen relationships with people, organizations, or systems within their community through advocacy, modeling, coaching, and negotiating.
- Intentionally focuses on a caseload of youth in a one-on-one mentoring capacity. Caseload is determined by Supervisor.
- 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.
- 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, program facilitation and youth social activities/outings (may include in-school/ after-school, small/large groups, and sports or other arts-based programming).
- Maintains and documents required quantity/quality of contacts with youth as requested by Supervisor.
- Communicates with key staff, mentees and mentee caregiver(s) to ensure youth needs are addressed.
- Monitors and provides for a safe environment for youth at NLC functions.
- Utilizes database and other recordkeeping procedures to document youth sessions, progress, challenges, etc.
- Communicates regularly with mentees and addresses challenges, celebrates milestones, assists in identifying goals and problem solving.
- Creates lessons and activities based on life-skills. Assures lessons are relevant and appropriate. Utilizes identified curriculum or curriculum principles to reinforce mentee learning.
- Participates in an annual evaluation.
- Maintains accuracy of a budget and spending plan.

Other Duties as Assigned

- Attend mandatory weekly and quarterly staff meetings
- Attend required trainings as necessary
- Some local travel required (reimbursable)
- Other requests per Supervisor

Required Qualifications

- **Must become a Certified Mandated Reporter.**
- **Must pass a background check; must not have any pending cases.**
- **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-risk youth.
- Cross-cultural competency.
- Knowledge of the challenges and needs of at-risk youth. Knowledge of the general sociological, economic and environmental conditions contributing to behaviors.
- 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.
- 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.
- Bilingual in Spanish/English highly preferred but flexible.
- Pay commensurate with experience.

Desired Qualifications

- Bachelor's degree from an accredited college or university in Human or Social Services, Sociology, Psychology, Education or a closely related field, preferred but not necessary
- Knowledge of public and private agencies which provide youth and/or supportive services and trainings helpful

How to Apply

Please submit the following materials to Victoria App, at VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional with 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, "GEMS Girls Mentor FT" 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.