



GEMS Mentor

Rev. Oct. 2021

New Life Centers provides intensive, community-based mentoring programs for youth and their families in the Little Village, Humboldt Park, Pilsen and Brighton Park communities of Chicago. The target demographics of NLC 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 and Vision: *Young people and their families connecting with Christ and Community through restorative justice, safe spaces and life-on-life relationships to create the Beloved Community together.*

Position Summary

The GEMS Mentor is full-time, 40 hours per week (non-exempt, benefits available) and will primarily take place at our Little Village location. The GEMS Mentor is responsible for facilitating GEMS Program and will have a caseload of 6-10 mentees. Participants are 7-12th graders. 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 GEMS Mentor will also be responsible for assisting with some media and marketing that may include photography, video, writing and promotions. May require some local travel (reimbursable). Pay commensurate with experience.

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.
- Responsible for room prep and clean up.
- Maintain a consistent program schedule.
- Encourages a platform for youth voice and choice in programming and event decisions.
- Communicates with leadership proactively to address program situations needing additional support.
- Maintains a caseload of approximately 6-10 youth.
- Assures a safe learning environment.
- Submits all daily attendance and intake paperwork as requested.
- Assists with preparations for events.
- Cooperates with all NLC Directors and staff.
- Reinforces New Life Centers' values in student's interactions with one another.
- Applies New Life Centers' procedures and policies.
- Works with program leadership to report goals and data.
- Attends required meetings and trainings.
- Demonstrates New Life Centers' values.
- Adheres to New Life Centers' procedures and policies.
- Demonstrate a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.
- Other duties as assigned by the Supervisor.

Required Qualifications

- Must become a Certified Mandated Reporter. Training provided.
- 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.
- Ability to communicate effectively both written and verbally.
- 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.
- Knowledge of and/or experience in youth development.
- Bilingual English/Spanish a plus but not necessary.
- Valid Illinois driver's license, insurance, good driving record, access to a vehicle. Subject to driving background check.

How to Apply

Please submit the following materials to Careers@newlifecenters.org

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional references, email and phone number 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 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.