



AmeriCorps Position Description Youth Mentor

The Panhandle Partnership and Community Action Partnership of Western Nebraska do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at 308-635-3089.

AmeriCorps is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov

Connected Youth Initiative is a community-based program designed to support unconnected youth ages 14-24 in transition to adulthood. Unconnected youth are defined as youth who are currently or have been in the Nebraska foster care system, have had contact with child protective services, have had contact with the juvenile justice system (including diversion or young adults transitioning out of Probation), homelessness or near-homelessness, and are lacking the services and supports they need to make a successful transition to adulthood. Four components constitute the initiative: Central Navigation, Opportunity Passport, Transition Services, and Youth Leadership.

Service Position Summary:

The Youth Mentor AmeriCorps Member guides unconnected youth in life skills activities to build skills necessary for a successful transition to adulthood.

Essential Functions:

1. Life Skills Support (40%)

- Provide mentoring and life skills support to unconnected youth in community-based settings;
- Conduct life skills workshops and activities related to the Youth Leadership Curriculum
- Provide case management and consult with Site Supervisor regarding any issues that may need additional assessment or referrals;
- Participate in collaborative meetings and special events for unconnected youth and the community;



- Assist Site Supervisor in program implementation and evaluation;
 - Use and apply all training around unconnected youth and other topics, such as Child and Youth Care Worker Training; and
 - Other duties, as assigned by Site Supervisor
2. Classes/Groups (15%)
- Assist in planning life skills groups and activities for unconnected youth, in cooperation with the Site Supervisor and participate, as requested.
3. Assessment and Documentation (15%)
- Administer youth surveys
 - Submit weekly documentation of each unconnected youth that received services from the previous week;
 - Submit accurate and timely daily attendance reports and progress notes; and
 - Submit monthly data collection, including required reporting forms.
4. Supervision and Training (15%)
- Attend weekly supervision with the Site Supervisor
 - Attend and participate in team meetings, staff meetings and other program related services;
 - Observe the youth behavior and consult with Site Supervisor regarding any observations and concerns.
 - Attend all trainings as requested by Site Supervisor

Marginal Functions

Other Duties (15%)

- Recruit unconnected youth to participate in Youth Leadership
- Develop relationships with other service providers
- Perform other duties as assigned, in alignment with approved program activities.

Principal Working Relationships:

- Site Supervisor
- AmeriCorps Program Project Manager
- Unconnected Youth
- Service Site Staff
- Various Community Services Agencies

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Experience in social services in community settings
- Ability to work with diverse populations and serve youth with diverse economic, social, racial, and cultural backgrounds.



- Knowledgeable about local community resources.
- Basic computer skills
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skills.
- Skill to maintain a professional, confidential work environment.
- Ability to manage multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse and of child development and behavior.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Able to deal with stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid Nebraska Driver's license, reliable transportation and auto insurance.
- Able to travel between sites and to offsite events.

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive.



This position is a:

900 hour commitment

- Expected to serve an average of 25 hours per week
- Member start date: September 1st, 2018
- Member's term of service ends: June 31st, 2019

Applicant's Name

Supervisor's Name

Applicant's Signature

Supervisor's Signature

Date

Date