



COMMUNITY BASED MENTORING LEAD CASE MANAGER JOB DESCRIPTION

General Responsibilities:

Responsible for the oversight and management of Partners' Community Based Mentoring Program. Recruits, screens, and trains adult volunteer mentors to work with youth on a one-to-one basis. Performs intake and matching of referred youth. Provides ongoing problem-solving support and supervision for assigned caseload of adult/youth partnerships. Develops and maintains relationships with referral agencies and other community partnerships. Planning and implementation of all programmatic activities. Executes ongoing program evaluation and entering of evaluation and compliance data. Maintains case files, prepare appropriate reports, and contributes to the overall operation of the office. Must be willing to work flexible hours, including some evenings and weekends.

Working Relationships:

Supervised by Executive Director (ED). Supervision of Latino Case Manager. Establishes professional correspondence with potential volunteers, clients, referral sources, local businesses and individuals, program partners, and others. Manages a caseload of adult/youth participants. Must be able to function well as a team member.

Specified Duties:

1. Ensure that Community Based Mentoring (CBM) program is adhering to Partners Mentoring Association Standards and best practices in the mentoring field.
2. Participate in ongoing program evaluation.
3. Complete the quarterly operational summary and any assigned grant reports.
4. Provide CBM programmatic data to the ED upon request to be used in grant applications/reports.
5. Develop a working knowledge of community resources and agencies, their function, and responsibility to most effectively aid and provide support to Junior Partners and their families.
6. Work with existing community partners and develop new partnerships that may provide additional opportunities and resources for clients, including Snowboard Outreach Society (SOS), Integrated Communities, Routt County Schools
7. Assist with the completion of strategic initiatives and programmatic goals.
8. Support the Board of Directors, ED, and other staff supplemental tasks as needed (advertising, fundraising, data, recruitment, etc.)

The following duties are performed in collaboration with the Latino Case Manager. While the duties are shared according to workload, the Lead Case Manager is ultimately responsible for ensuring that all tasks are completed and program accreditation standards are followed.

9. Orchestrate and assist other staff members with volunteer (Senior Partner) recruitment during local fairs, events, at local schools, businesses, clubs, and organizations, etc.

10. Oversee and conduct the interviewing and screening of Senior Partner applicants. Keep accurate records of the process.
11. Interview and perform intake procedures on all qualified and referred youth (Junior Partner) applicants. Meet with parents/guardians to explain the program and gain family history. Assure completion and proper record keeping of all Junior Partner files. Inform referring agency of status of each applicant.
12. Decide, with input from other staff, on appropriate matches of Junior and Senior Partners.
13. Conduct match meetings during which the Senior Partner is introduced to the Junior Partner and his/her parents.
14. Complete final match paperwork and procedures. Administer the PMSEI (Partners Mentoring Services Effectiveness Index) at match and end of year. Inform referring agency of Senior Partner and his/her contact information with a Disposition Letter.
15. Maintain weekly contact with all assigned partnerships during their first three-months, and bimonthly contact thereafter, with a caseload of active partnerships.
16. Maintain monthly contact with all unmatched Junior Partners and Senior Partners.
17. Maintain adequate case notes and records on all referred Junior Partners and Senior Partners.
18. Contact referral agency, parent/guardian, and Junior Partner on rotating quarterly basis.
19. Oversee the planning, preparing, and implementing of program activities. Including Group Recreational Activities, Life Skill Activities, Nexus Activities, Senior Partners Trainings and Workshops, and Life Skills Camp.

Education and Experience Required: Applicants must have:

BA degree in human services or related field. Experience working with youth and the problem areas they encounter (such as dysfunctional families, alcohol and drug abuse, educational difficulties, etc.). Experience with volunteer management and planning and implementation of recreational activities desirable. Previous non-profit experience and knowledge of Routt County a plus.

Qualities, Characteristics, and Other Required: Applicants must have:

Strong written and verbal communication skills. Ability to work independently and unsupervised combined with the ability to be a team player. Ability to connect with people of varying backgrounds, appreciate and embrace diversity, and maintain confidentiality. Strong organizational and multi-tasking skills. Self-starting and hard-working aptitude. Flexible and mature personality. Genuine desire to improve the lives of Routt County youth. Must pass background screening, complete CPR and First Aid, and be willing to work some nights and weekends.

Other: Spanish Speaking is a desirable skill but not required. This is a full time, Benefited Position paid as an hourly rate with an annual salary range \$35-40K, based on qualifications and experience. Flexible schedule, fun and committed staff and Board of Directors, and a great work environment.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

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