



JOB DESCRIPTION

Position Title: Mentor Advocate (MA)	Status: Full time	Overtime Status: Non-Exempt
Department: Programs	Reports To: Director of Programs	

POSITION PURPOSE

As a member of the Program Department's, Client Services team, the Mentor Advocate (MA) position is responsible for providing direct service to high-risk youth including juvenile offenders in small group and individual settings within the City of Buffalo and surrounding suburbs. The MA is responsible for planning the activities and during these outings, the MA has the opportunity to develop personal mentoring relationships with the male teens. The individual in this role works independently much of the time but also interacts closely with agency case management staff to ensure positive youth development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide direct mentoring service to high-risk youth through one-on-one and small group interactions
Planning and implementation of daily activities for outings with youth incorporating five central themes as follows: <ul style="list-style-type: none"> o Educational o Recreational o Vocational o Community Service o Life Skills
Assist the Director of Programs (DP) and Quality Assurance and Relationship Manager (QARM) the recruitment and enrollment of clients
Creation of individual service plans for clients and adjustment of goals as necessary
Assuring decorum and orderliness on all group outings to ensure Child Safety at all times
Monitoring client participation and interaction in groups
Consulting with parents/guardians of all youth clients
Collaboration with community partners to enhance activities and supplement service to clients
Consultation with Director of Programs and Quality Assurance and Relationship Manager regarding Client Issues
Coordination of client transportation for group outings
Completion of all required documentation, including daily and monthly notes
Consultation with Director of Programs and Quality Assurance and Relationship Manager regarding planning and expenditure of funds
Implement the inquiry and enrollment process of youth into the Group Mentoring Program (GMP)
Consultation with Bookkeeper on petty cash, receipts, credit cards, fuel, etc.
<i>Participate in Agency Events and perform additional tasks assigned by the Director of Community Relations, Director of Development or CEO</i>
<i>Continual awareness and facilitation of potential funding & recruitment opportunities to applicable departments including Development, Community Relations, Human Resources and Client Service Programs.</i>
<i>Adhere to the agency's beliefs, values and mission in all job-related activities</i>
<i>Communicate new and innovative ideas to applicable departments to capitalize the agency mission</i>
<i>Implement and comply with all Agency procedures</i>

EDUCATION & RELATED WORK EXPERIENCE

Education Level: (Minimum & preferred educational requirements necessary to perform this job successfully)
Minimum of Bachelors Degree required, preferred degrees include Human Service fields or Education
Years of Related Work Experience: (Minimum & preferred related work experience necessary perform this job successfully)
1 year experience working directly with high-risk youth in a community setting

SKILLS AND KNOWLEDGE		
	Required	Preferred
Experience and understanding of the challenges and needs of high-risk youth residing within the City of Buffalo	X	
Ability to assess youth's changing needs and adjust service plans to assist youth in achieving goals	X	
Willingness to travel with ease and safety within all neighborhoods in Buffalo	X	
Proven successful rapport development with diverse populations of youth and teens	X	
Ability to develop and maintain positive relationships with youth and their parents/guardians	X	
Knowledge and experience with planning and implementation of small group activities	X	
Familiarity with resources within the community	X	
Positively motivated to provide meaningful & positive experiences for youth development	X	
Developed organizational skills and attention to detail	X	
Demonstrated success in handling challenges with high-risk youth	X	
Ability to work independently	X	
Ability to successfully work in a team environment.	X	
Enthusiasm & creativity	X	
Personal vehicle	X	
Flexibility to work occasional weekends	X	

TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)	Local Travel 80%
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WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)
Majority of time spent is traveling within the City of Buffalo community to transport clients from home, to the activities and return them home. A portion of the schedule involves administrative responsibilities within the routine office environment. Outings include many physical activities, including sports and applicants must be physically able to participate in these outings. Applicants must have a clean NY State Drivers license and personal transportation.

EQUAL EMPLOYMENT OPPORTUNITY

Big Brothers Big Sisters of Erie, Niagara and the Southern Tier is an equal opportunity employer. Our policy prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, disability, sexual orientation, marital status, pregnancy, age, veteran status, national origin or any other legally protected status in accordance with applicable local, state and federal anti-discrimination laws.

AMERICANS WITH DISABILITIES

Big Brothers Big Sisters of Erie, Niagara and the Southern Tier is committed to providing equal opportunity employment to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is your responsibility to notify your supervisor or the Human Resources Department of the need for accommodation you believe may be necessary for the functional limitations caused by your disability. In addition, when appropriate, we may need your permission to obtain additional information from your physician or other medical.

JOB RESPONSIBILITIES

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters of Erie, Niagara and the Southern Tier may change the specific job duties with or without prior notice based on the needs of the organization.

Please send Resume and Cover Letter to jobs@beafriend.org or Human Resources, Big Brothers Big Sisters of Erie, Niagara and the Southern Tier, 100 River Rock Drive, Suite 104, Buffalo, NY 14207

