

The Mentoring Center

Youth Transformative Case Manager/Life Coach

POSITION DESCRIPTION

This position includes the provision of case-management, life coaching and support services to girls and young women referred to The Mentoring Center through Oakland Unite and The Mentoring Center's EMERGE Academy.

Job Tasks and Responsibilities:

- Provide case management, life coaching, mentoring and advocacy to youth referred to the program by the Transition Center and other referral sources;
- Provide assessments and service planning for youth;
- Provide gender-specific case management for girls/young women referred to TMC through Oakland Unite;
- Provide gender-specific program and case management support to girls/young women enrolled in the EMERGE Academy;
- Provide support to family of youth;
- Provide client referrals to community service providers;
- Maintain intensive follow-up contact with clients, family, friends and service providers through home visits and telephone contact;
- Maintain 24-hour, 7 days a week availability for crisis situations;
- Maintain relationships with community-based service providers;
- Document consistently and accurately in records all contacts with clients;
- Enter accurate client data, including client contact information on a timely and regular basis into the City-Span database;
- Participate in evaluation efforts as directed by The Mentoring Center;
- Attend bi-weekly The Mentoring Center staff meetings;
- Attend additional case management trainings, meetings and other staff events at The Mentoring Center;
- Attend service provider trainings and meetings as scheduled by Oakland Unite staff and partners;
- Fulfill other responsibilities as assigned by supervisor and other management staff at The Mentoring Center;
- Attend the appropriate Transformative Mentoring Group on a weekly basis, as facilitated by The Mentoring Center.

Required Qualifications:

- Demonstrated commitment to working with youth;
- Knowledge of urban youth issues, specifically youth violence;
- Must have experience working with system-involved girls and young women;
- Must have knowledge of the issues girls who are commercially sexually exploited children (CSEC), or at risk of being CSEC, face;

- Demonstrated ability to work independently and as part of a team;
- Ability to take constructive criticism and work well with supervision;
- Ability to work well with diverse populations;
- Punctual & extremely reliable;
- Highly organized and detail-oriented;
- Must be able to present self, the program and The Mentoring Center in a professional manner;
- Flexibility to work some evenings & weekends;
- Ability to work in stressful situations;
- Must be able to pass clearance by The Mentoring Center, the Alameda County Probation, the Division of Juvenile Justice, and California Department of Corrections (parole);
- High School Diploma or GED required; B.A. or B.S. preferred;
- Must have a reliable car, valid driver's license in good standing, car insurance and DMV clearance;

Applicants with personal experience in overcoming violence/violence-related injuries, and/or who have experience with the juvenile or criminal justice or foster care systems are encouraged to apply.

The case manager/life coach will be employed by The Mentoring Center. This is an at-will position and in accordance with The Mentoring Center's guidelines, policies and procedures.

HOW TO APPLY

Interested candidates should email a descriptive cover letter of interest of one page or less, along with three (3) professional references and a resume to:

tmc@mentor.org

Or mail to:

**The Mentoring Center
672 -13th Street, Suite 200
Oakland, CA 94610**

Subject line/Attention: Youth Case Manager/Life Coach. Incomplete applications will not be reviewed. Please include an email address at which you may be reached.

Please, no faxes or phone calls.

The Mentoring Center is an at-will employer.