**Young Adult Life Coach/Case Manager**

The Mentoring Center is seeking a Young Adult Life Coach/Case Manager to join our team!

**About The Mentoring Center**

Founded in 1991, The Mentoring Center is an organization based in the community and created to serve and support youth and young adults through Transformative Mentoring. TMC provides:

1. direct service to young people, with a specific focus on those who are systems-impacted;
2. training, technical assistance and program design support to individuals and youth serving organizations and institutions, and;
3. Policy advocacy for those policies directly impacting our youth, including but not limited to policies for violence prevention, health and wellness, juvenile justice, and school pushout.

The wellbeing of advocacy on behalf of, and opportunities for our youth are at the center of our work.

**About the Role**

The Young Adult Life Coach/Case Manager position is responsible for the provision of case management and life coaching for young adults (female and male) aged 18 – 35 through the City of Oakland’s Department of Violence Prevention Program. This position requires an individual who is detail-oriented, deadline-driven, communicative, self-motivated, and collaborative.

**Job Summary**

* Provide intensive case management and life coaching to young adults (ages 18-35) who are involved in the criminal justice system;
* Provide client referrals to community service providers;
* Maintain intensive follow-up contact with clients, family, friends, and service providers;
* Maintain relationships with community-based service providers, including employment providers, and education and training;
* 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 and/or Department of Violence Prevention Program staff;
* Attend bi-weekly The Mentoring Center staff meetings;
* Attend additional trainings and meetings at The Mentoring Center;
* Attend service provider trainings and meetings as scheduled by Department of Violence Prevention Program 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.

**About You**

* Demonstrated commitment to working with young adults, with a minimum of three years of experience;
* Knowledge of urban youth issues, specifically violence;
* Demonstrated ability to work independently and as part of a team;
* Cultural competency and ability to work well with diverse populations;
* Punctual and extremely reliable;
* Highly organized and detail-oriented;
* Must be able to present the program in a professional manner;
* Flexibility to work some evenings and weekends;
* Ability to work in stressful situations;
* Must be able to pass clearance by Alameda County Probation and California Department of Corrections;
* High School Diploma or GED required; B.A. or B.S. preferred;
* Must have a reliable car, valid driver 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 and/or criminal justice systems are encouraged to apply.

**Equal Opportunity Employment**

The Mentoring Center is committed to upholding an inclusive and supportive work environment that reflects the rich diversity of youth, their families, and the community members we serve. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community.

The Mentoring Center is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, marital status, sex, gender or gender identity, age, sexual orientation, or any other factor not related to the ability to successfully fulfill the requirements of the position. Applicants with personal or lived experience with the juvenile or criminal legal systems, or the child welfare systems are strongly encouraged to apply.

This is a full-time position, which includes the following benefits:

* Paid vacation, sick days, and holidays
* Health coverage: medical, vision and dental
* 401K

Compensation for this position is $55,000 - $60,000, depending on skills and experience.

**To APPLY:**

Please send resume and cover letter to: tmc@mentor.org.

No phone calls or office visits.

For more information about The Mentoring Center, please view our website at [www.mentor.org](http://www.mentor.org)