**Youth Life Coach/Case Manager**

The Mentoring Center is seeking a Youth 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 Youth Life Coach/Case Manager position is responsible for the provision of Life Coach/Case Management and follow-up services for youth (female and male) aged 14 – 18 through the City of Oakland’s Department of Violence Prevention Program, that provides comprehensive services to youth-offenders and their families in Oakland. This position requires an individual who is detail-oriented, deadline-driven, communicative, self-motivated, and collaborative.

**Job Summary**

* Provide Life Coach/Case Management support, mentoring, and advocacy to youth referred to the program by other referral sources.
* Provide assessments and service planning for youth.
* 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 life coach/case management trainings and meetings at The Mentoring Center.
* Attend service provider trainings and meetings as scheduled by the Department of Violence Prevention 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 youth.
* Knowledge of urban youth issues, specifically youth violence.
* Must have experience working with system-involved youth.
* 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 and 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 and weekends.
* Ability to work in stressful situations.
* Must be able to pass clearance by Alameda County Probation 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 system 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 $52,000 - $57,000, 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)