**The Mentoring Center**

**DVP 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 MentoringTM*. 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 and young adults, 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 and young adults are at the center of our work.

**About the Role**

The Young Adult Life Coach/Case Manager position is responsible for the provision of Life Coach/Case Management and follow-up services for young adults (female and male) aged 18 – 35 through the City of Oakland’s Department of Violence Prevention Program, which provides comprehensive services to young adult 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 young adults referred to the program.
* Work closely and collaboratively with The Mentoring Center’s team of life coaches/case managers.
* Create and implement referral processes for partners, and community referrals.
* Refer clients to other community-based partners for critical support services.
* Maintain intensive follow-up contact with clients, family, friends and service providers through home visits and telephone contact.
* Maintain relationships with community-based service providers.
* Create and maintain case files for each client.
* Document consistently and accurately in records all contacts with clients.
* Enter client data accurately into the City of Oakland’s database system. Maintain database entries on a weekly basis, at minimum.
* Participate in evaluation efforts as directed by The Mentoring Center or by the City of Oakland.
* Attend the weekly The Mentoring Center staff meetings.
* Attend additional life coach/case management and all-staff trainings and meetings at The Mentoring Center.
* Attend service provider trainings and meetings as scheduled by the Department of Violence Prevention staff and partners.
* Participate in and/or facilitate a weekly Transformative MentoringTM Group and be available on some evenings and weekends.
* Fulfill other responsibilities as assigned by supervisor and other management staff at The Mentoring Center.
* Other duties as assigned.

Life Coaches are expected to report to The Mentoring Center’s office a minimum of four (4) days each week.

This position requires passing a Live Scan background check.

**About You**

* Demonstrated commitment to working with young adults.
* Knowledge of urban youth/young adult issues, specifically youth/young adult violence.
* Must have experience working with system-involved young adults.
* 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 $57,000 - $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)