

RESIDENTIAL MENTOR VOLUNTEER JOB DESCRIPTION



Volunteer Program Job Description

Job Title: Resident Mentor
Department: Children's Residential Center
Reports To: Volunteer Program Leader
FLSA Status: Volunteer/Non-compensated

PURPOSE & GOAL OF THE POSITION:

Resident Mentorship is a structured and trusted relationship between a caring adult and current CCHO resident(s). Resident Mentor develops relational connection with resident(s) that promotes positive communication skills, builds self-esteem, and models appropriate boundaries. Resident Mentor helps empower resident(s) to make positive life choices that enable them to maximize their potential. Resident Mentor commits to supporting, guiding, and being a friend to a resident(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

It is the responsibility of each volunteer to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each volunteer is responsible for dealing with others with a Christ-like attitude while helping them experience their worth in Christ, and for demonstrating behaviors reflecting CCHO's core values of Relentless Commitment, Selflessness, and Kindness.

ROLE:

- Take the lead in supporting resident(s) through a one-to-one relationship
- Serve as a positive role model and compassionate friend
- Build the relationship by participating in activities together (playing games, crafts/hobbies, working on homework [if needed], taking walks, etc.)
- Develop a personal and positive rapport with resident(s) by being consistent when meeting and ensuring meeting times are enjoyable and comfortable
- Provide a model for a healthy, trusting relationship through clear communication and appropriate boundaries
- Act as a cheerleader, help empower resident(s) to work their program and develop coping strategies for the future
- Be an active listener and offer support and encouragement when appropriate
- Show interest and acknowledge resident(s) strengths, talents and gifts; encourage them to find ways to use them
- Strive for mutual respect; build self-esteem and inspire motivation in the resident(s)

PARTICIPATION REQUIREMENTS:

- Minimum 18 years old (Must be roughly 3-5 years older than the residents they are working with)
- High School Diploma or GED
- Interested in working with children ages 6-18 (experience working with children preferred)
- Completed Volunteer Application – Individual and Residential
- Complete application and screening process (criminal background check [BCII and/or FBI] & references checks)
- Any items discovered under OAC 5101:2-5-09 during an individuals' background check will render them ineligible for volunteer opportunities at CCHO
- Complete formal interview with Volunteer Program Leader
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Complete required CCHO Volunteer Training Video and Quiz
- Be willing to communicate regularly with Volunteer Program Leader and/or designated CCHO Contact, follow procedures for tracking volunteer service hours, and take constructive feedback regarding mentoring activities
- Participate in Volunteer Program Surveys upon request
- Complete Volunteer-Mentor Visitation Form and turn in to Volunteer Program Leader or Designated CCHO Contact after each visit with resident
- Be dependable and consistent in meeting the time commitments
- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner

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DESIRABLE QUALITIES:

- Active and reflective listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual and cultural differences
- Responsible, dependable, considerate, and optimistic
- Enjoys working with children; sense of humor
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Motivated and self-assured
- Enthusiastic, yet professional demeanor
- Inspires children to realize their dreams and goals
- Trustworthy and caring
- Good relationship building skills
- Ability to maintain constructive relationship boundaries with resident and CCHO staff
- Able to communicate with children openly and without judgment
- Practical problem-solving skills and ability to see solutions and opportunities
- Willing spirit and team player

TIME COMMITMENT:

- Minimum 3 Months. Mentors can choose from the following options
 - Stay with only one resident for the duration of their program (6-9 month average; some residents will stay longer depending on the child and their level of trauma)
 - Mentor max two residents in a defined time frame (e.g. mentor committed to mentoring for eight months, mentors two different resident for four months each)
 - Mentoring two residents during a four month commitment (i.e. two separate days a week or one day with split time)
- Meet with resident(s) mentee 3+ times per month for 1-1.5-hour visits (times based on clinical programming schedule)
 - Tuesday and Wednesday evenings 6:00pm-7:00pm
 - Alternate time if conflicts with schedule would occur: Tuesday 5:00pm-6:00pm or Sunday 5:30pm-7:00pm
- Complete required CCHO Volunteer Mentor Training (includes total of 3-4 hours On-Campus training)
 - Attend optional mentor/mentee group events, mentor support groups, and volunteer recognition events
- Work closely with Volunteer Program Leader through phone contact, email and personal conferences

MATCHING PROCESS:

Matches will be made based on interests, skills, background, knowledge and temperament of both the resident and the mentor. Before beginning the mentor relationship, Resident Mentors will have a 20-30-minute meeting with the resident mentee's clinician where they will provide some background information about the resident mentee. Therapist will also review the Volunteer Mentor/Mentee Relationship Conduct Protocols and then introduce the Resident Mentor to the resident Mentee.

APPLICATION & SCREENING PROCESS:

- Completed Volunteer Application – Individual and Residential
- Provide three references (non-relatives) [one must be pastor or church leader]
- Personal Interview with Volunteer and Spiritual Coordinator
- Criminal Background (BCII and/or FBI), Registered Sex Offender Check and Child Abuse and Neglect Registry (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Complete CCHO Volunteer Mentor Training

TRAINING & SUPPORT:

- Individual meetings with Volunteer Program Leader when necessary
- Supervisor on Duty will provide on-site support and consultation
- Bi-Annual Mentor Group Meetings to discuss issues as well as receive training on pertinent topics to support and educate them as Resident Mentors
- CCHO may require Criminal Background (BCII and/or FBI), Registered Sex Offender Check, and Child Abuse and Neglect Registry at any time throughout the Mentor's service with CCHO

BENEFITS:

- Personal fulfillment through contribution to community and individual

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- Satisfaction in helping someone mature, progress, and achieve goals
- Personal ongoing support, supervision to help the match succeed
- Opportunity to serve and share from one's own life experience
- Gain satisfaction of working with a young person during formative years of development
- Opportunity for new experiences and meeting new people
- Learn to appreciate diverse cultures and backgrounds
- Training in communication skills, the role of a mentor, understanding trauma and youth development
- Increased skills in working with youth and insight into the life of a youth and youth culture
- Have fun!