JOB DESCRIPTION

Title: Mentor
Classification: Full Time/ Non-Exempt
Reports To: Team Supervisor

Overview

POWER’s mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to quality gender-responsive, trauma-informed treatment and supportive services to women with substance use and co-occurring disorders.

The Mentor provides ongoing recovery support to high-risk women including, for example, women involved with Allegheny County’s Office of Children, Youth and Families (CYF) or the criminal justice system, and women who are pregnant, homeless, or difficult to engage. The Mentor assists women as they develop their own systems of natural supports. The key to the Mentor’s work is peer recovery support, helping clients form healthy, growth-producing relationships; sharing her success in overcoming barriers; and motivating clients to responsible action.

Essential Duties and Responsibilities

- Provide ongoing recovery support services to approximately 15 to 25 women who are in active addiction or early recovery;
- Work with Mentees to develop a service plan that is based on concrete, measurable, realistic goals, and monitor the service plan on a regular basis;
- Assist Mentees to identify their specific needs and work with them to identify and access resources in the community to meet those needs;
- Support Mentees in identifying and building upon their strengths;
- Model and support clients and staff in health and wellness activities and with use of healthy coping skills;
- Encourage and support Mentees in accessing and remaining engaged in AOD/co-occurring/mental health treatment;
- Maintain regular contact with the various treatment providers to monitor the Mentees’ progress;
- Model for the Mentees how to begin and/or continue in a recovery program they choose such as 12-Step, faith-based, or an alternative of their choice; how to choose a sponsor; how to choose a “home group”, if appropriate; and how to develop and utilize a support group of recovering women;
- Accompany and transport Mentees for treatment visits, health and human service appointments, Court appearances, recovery support, and any other supportive services based on the Mentees’ status and individualized needs;
- Participate in assigned team meetings and/or consultations, meetings, staff development, and trainings;
- Participate in assigned and/or appropriate outreach activities to further the program or POWER;
- Provide all assigned paperwork, completely, accurately, and on time as determined by POWER.
Requirements

- Woman with a minimum of five (5) years in recovery from addiction to alcohol or other drugs with a strong recovery program and system of natural supports
- High school diploma or GED
- Understanding of and sensitivity to alcohol and other drug use and the recovery process
- Understanding and support of a trauma-informed system of care
- Valid PA driver’s license and use of a reliable vehicle to transport clients, including children, on a daily basis, and documentation of agency-required vehicle insurance
- Basic computer skills
- Good verbal and written communication skills
- Solid organizational skills
- Self-directed and flexible to meet the needs of the clients
- Ability to secure Act 33 and 34 clearances
- Ability to support the agency’s mission and philosophy, and demonstrate sensitivity to cultural diversity and workplace harmony
- Value for and ability to deliver excellent customer service

Working Conditions

- Working in the various POWER Connection offices located in CYF or Magee-Womens Hospital of UPMC
- Ability to deliver services in the assigned Mentees’ homes and communities covering Allegheny County
- Ability to work the hours necessary to complete the work

Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

*POWER is an equal opportunity employer and provider*

Employee Signature: ___________________________ Date: ___________________________

Supervisor Signature: ___________________________ Date: ___________________________