**JOB DESCRIPTION**

New Directions for Youth, Inc.

**7315 Lankershim Blvd., North Hollywood, CA 91605 - phone: (818) 503-6330 - fax: (818)982-7019**

**Job Title:**  Mentor, full time, evening and weekend hours required

**Hourly Rate:** $35,000 annually

**Purpose of this position:**

To provide mentoring and support clients achieve self-sufficiency as determined by the supervisor’s expectations and the grant requirements.

**Primary responsibilities:**

Program Implementation: Ensure the satisfactory progress of all minor victims of human trafficking including but not limited self-sufficiency programming, client orientation, assisting clients with access to services, crisis intervention, life skills, street outreach and other Document client participation, parent/guardian approval and liability documents for grant records and files (both program and financial).

Community Relations: Participate in various community meetings with other community-based organizations, meetings and events as requested; develop and maintain positive relationships with community-based organizations related to the programs supervised by this position.

Documentation and Reporting: Responsible for assisting to documenting program progress for youth with strict adherence to the contract requirements and gathering and imputing data as required by program contract.

Miscellaneous: Conducts home visits, workshops, provides transportation in NDY vehicle, or engages in other activities as assigned by supervisor.

**Skills and Qualifications Needed:**

* Must be self-motivated, reliable, and available for 24-hour-a-day response
* Must have a desire to work with at-risk and low-income youth and families
* Highly organized and able to effectively manage many different projects simultaneously
* Knowledgeable about counseling practices and approaches
* Understands and values the work of non-profit social service agencies
* Knowledge of appropriate computer software programs
* Seeks additional ways to be of service to the organization
* Must have fluent oral and written skills in English
* Certification in 40 hour Domestic Violence highly desirable
* Ability to speak Spanish highly desirable
* Knowledge of CSEC community desirable
* Valid California driver’s license required

**Education:**

High School Diploma or equivalent. 3 years of experience working with at-risk youth and families.

**Contact:**

 **Program Director, Denna Mulverhill:** **dmulverhill@mail.ndfy.org** **or 818.503.6330**