

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title:	Community Mentor Liaison	FLSA Status:	Exempt
Supervisor:	Program Manager		
General Information:			
Under direction and supervision of the Swiftcurrent Program Manager, the Community Mentor Liaison is responsible for the recruitment, training, and supervision, of the Youth Dynamics', Swiftcurrent Center home and treatment mentors			
Minimum Qualifications	Bachelor's degree from an approved accredited University/College preferred with a training focus on social work, psychology, education, guidance, human services or a similar discipline compatible with Youth Dynamics, Inc. programs. Must have as least two (2) years of progressively responsible supervisory and program management experience in an addiction treatment facility, group home or residential care facility as well as at least three (3) years experience in direct services with troubled/disturbed clients. Must be highly skilled in working in a therapeutic fashion with troubled youth and their parents. Experience in Mentor related activities and program training highly desirable. Must demonstrate the ability to communicate effectively orally and in writing.		
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Ability to lead group/team processes. • Ability to travel. • Possession of a valid driver's license and minimal insurance required by law. 		
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds. 		
Principal Responsibilities	<u>Organizational Development</u> <ul style="list-style-type: none"> • Participates with Human Resource Director and Program Manager in recruiting and securing Swiftcurrent Center home and treatment mentors according to procedure. • Facilitates onsite orientation /training and coordination activities • Counsels treatment mentors concerning performance issues under direction of the Program Manager • Conducts evaluations of treatment mentors that are supervised • Performs outreach duties as assigned, acting as liaison between community and Swiftcurrent Center • Serves as liaison between the recovery home parents and the Swiftcurrent, clinical programming, coordinating activities of both • Assures that all recovery home parents adhere to Swiftcurrent and YSI policies and procedures • Assures that recovery home parents are properly executing only those interventions laid out in the Swiftcurrent ITP therapeutic interventions • Assists in and promotes program development as assigned. • Assures good communication and good relations with all agencies and personnel involved with Swiftcurrent Center • Assures the implementation of Youth Dynamics, Inc. goals and mission statement through positive 		

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	<p>leadership and role modeling for mentor program staff.</p> <ul style="list-style-type: none"> • Assures consistency with the implementation of Youth Dynamics, Inc. policies and procedures as well as assurance of mandated protocols (Mental Health Center Administrative rules, Medicaid Standards, Child Placing Agency Regulations) • Is responsible for maintaining systems and procedures for reports and communication with mentors on relevant Swiftcurrent activities. • Disseminates all appropriate agency communications to treatment mentors • Is available to troubleshoot, problem solve, support staff, and mediate as assigned. • Assures mentor training is occurring according to agency policy • Assists as needed in securing and maintaining appropriate home mentors • Coordinates home mentor activities with Swiftcurrent Center therapist • Other duties as assigned by Program Manager. <p><u>Public Relations</u></p> <ul style="list-style-type: none"> • Participate in all relevant community clinical meetings involving Swiftcurrent Center operations • Visit regular community agencies on consistent basis • Promote YDI programs by participating in community events, making presentations as assigned. • Maintain tact, diplomacy and professionalism at all times. • Maintain confidentiality and abides by APA ethical guidelines. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Collaborate with the Human Resource Director to recruit, screen, and utilize appropriate treatment mentors • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> • 10 - 15 mentor staff = .5 FTE • Maintaining minimum mentor/FTE ratio • Continuously maintain adherence to Policies and Procedures. • Assist in coordination of on-site orientation (according to curriculum and calendar) and training of treatment mentors on procedural and clinical issues and documentation of training. • 100% prompt staff attendance (or excused absence) at scheduled staff meetings and treatment supervision and other mandatory meetings. • At least monthly supervision contacts with assigned treatment mentors. • Coordinate hiring and assist in on-site orientation of mentors with HR, Training Coordinator and Program Manager.

I acknowledge receipt of this job description:

Employee

Date