



Job Title: **Minor Mentoring Program Coordinator**
Department: Minor Programming
Work Location: Cuyahoga County
Reports To: Director of Minor Programming
Status: Full Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provide Christ-centered transformational services to those directly affected by sex trafficking

What You Will Do/Need (Job Summary)

Facilitate the Cuyahoga County RAHAB Minor Mentoring Program; Build and maintain strong community relationships to expand our referral network and establish a recognized presence within Cuyahoga County. Provide 1:1 mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program.

Responsibilities (Essential Duties and Responsibilities)

- Manage all minor mentoring activities in Cuyahoga County and oversee Program Specialist and Community partnerships
- Maintain a healthy working relationship with the Safe Harbor Docket of the Cuyahoga County Juvenile Court
- Supervise the program specialist and oversee Cuyahoga County mentoring and community partnerships
- Develop incoming client referrals by frequently networking to develop relationships with other community agencies and enhance the visibility of RAHAB Ministries throughout the county.
- Maintain regular office hours in Cuyahoga County's mentoring space (Selah's Place)
- Mentor youth 12-18+ in individual mentoring throughout Cuyahoga County
- Attend court hearings with the program specialist to engage and support Cuyahoga County youth in the courtroom
- Attend all required RAHAB meetings and trainings

Coordination:

- Communicate any crisis/emergency situation to supervisor following proper procedure
- Work closely and communicate regularly with RAHAB Minor Team Staff and volunteers
- Work closely and communicate regularly with the Community Engagement Coordinator ensuring clear communication and connection to community partners

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Ability to lead with discernment and develop employees
- Complete day-to-day operations with Excellence
- Mature relationship with Christ
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented
- Organized and efficient
- Flexible availability
- Adaptable to ever-changing schedules and plans that come with the nature of the job



- Ability to navigate and guide conversations well in an all-female setting
- Ability to problem solve well and not give up in complex situations
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Must be 21 years of age or older
- Must have a valid Ohio Driver's License
- Must obtain and maintain necessary auto insurance and complete a successful MVR
- Must submit and pass a Federal Background check
- Experience in Google Docs and Microsoft Office is a plus

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- Experience in working with youth preferred

Characteristics of the Position (Competencies)

- Foster a positive and encouraging environment
- Maintains physical and emotional safety for youth
- Maintains a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for youth

Physical Demands and Work Environment

Light physical demands; transporting youth individual in personal vehicle

Position Type and Expected Hours of Work

Working hours are 9:00AM –6:30PM Monday-Friday with the option to work 8 hours remotely with supervisor approval. 8 hours days, 40 hours per week

Travel

Local travel in Cuyahoga County with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle. Travel to Summit County 1x per week.

***Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.*

Employee Acknowledgement

Signature

Date



Printed Name