

Job Title	Professional Mentor
Employer/ Agency	Friends of the Children Houston
Job Description	<ul style="list-style-type: none"> • Spend time with children, one-on-one and in the classroom. • Develop, maintain, and follow a Roadmap/Goals or Transition Plan for each child. • Set realistic expectations and goals based on each child’s strengths, talents, abilities and needs. • Teach life skills and healthy habits to contribute both to basic development and learning, and to contribute to building positive self-esteem. • Develop a talent/skill/area of interest with each child to help develop positive self-esteem and experience growing confidence. • Provide enrichment resources and activities which include opportunities for cultural awareness, diversity and community service. • Contribute to children acquiring behavioral management skills, tolerance, respect for others, courtesy, and compassion. • Develop positive relationships with families, teachers and others involved in each child’s life. • Facilitate development/progress of academic skills and learning. • Model and promote good problem solving and decision-making skills. • Participate in the programming and resources available through the organization, effectively utilizing program resources to meet the needs of each child. • Maintain spending within budgetary guidelines. • Complete, distribute and collect time summaries, activity journals, short term plans, expense reports and evaluation materials accurately and in a timely manner. • Attend and actively participate in team meetings and staff functions. • Provide information and support to Leadership team and related activities as needed. • Fulfill other responsibilities as required.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree preferred, plus 2-4 years’ experience working/volunteering with youth in a social service setting or with families impacted by systemic injustice and chronic trauma. • Alternatively, associate’s degree required, plus 4-6 years’ experience working/volunteering with youth in a social service setting or with families impacted by systemic injustice and chronic trauma. • Spanish Speaking highly preferred • Mentoring experience with children and families impacted by the child welfare system. • Be culturally competent: Having a critical understanding of the youth and family within their cultural context. Engage and deliver services by acknowledging, respecting, and integrating youth and family’s cultural values. • Engage in continuous learning and development.

	<ul style="list-style-type: none"> • Be proficient in administrative tasks (scheduling, documenting, time management, computer skills, etc.) • Have an aptitude to use data to inform youth work. • Maintain current driver's license, good driving record, and vehicle insurance. • Maintain First Aid/CPR certification. • Transport children in personal vehicle as required for mentoring activities around the Houston area. You will be reimbursed for mileage related to youth transportation.
Salary/Hours	Full time, Exempt: \$50,000-\$52,000 Annually Hours: Tuesday-Saturday 11:00am-7:00pm (with flexibility)
Address	This position requires substantial driving from school sites, homes, and community activities. The main clubhouse and students are primarily located in the Cy-Fair, Greenspoint, Tomball and Aldine areas.
City, State, Zip	Club House: 500 Greens Street, Houston, TX 77060
Contact Person	Lourdes Carrillo, LMSW Program Director
Telephone Number	346-601-1723
Email Address	lcarrillo@friendshtx.org
Application Method	Apply Here: https://friends-of-the-children-houston.hiringthing.com/job/851626/professional-mentor-friend Resume and Cover letter are required.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.