

Job Title	Overnight Life Skills Mentor
Employer/ Agency	Houston Area Women’s Center
Job Description	<p>The Life Skills Mentor plays a vital role in ensuring the safety, well-being, and daily support of domestic violence survivors and their children residing in the shelter. Serving as a key point of contact, the Life Skills Mentor assists clients as they receive transitional housing services in an apartment-based living environment by providing guidance, mentorship, and peer support. This position fosters a safe, supportive atmosphere through daily oversight, effective communication, and life skills education, empowering clients as they navigate their journey toward stability and independence.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Provide direct support to clients in the transitional housing program, including mentoring, crisis intervention, safety planning, and supportive services to ensure their well-being and stability. • Foster a positive and safe living environment by modeling and teaching non-violent conflict resolution skills, and facilitating mediation between residents as needed. • Conduct orientations, intakes, group house meetings, and exit processes to ensure clients understand shelter policies, procedures, and available services. • Assign, monitor, and support residents in meeting their personal responsibilities within the apartment-based living environment, encouraging accountability and cooperative living. • Enforce residential policies and procedures to maintain a safe and supportive atmosphere while ensuring compliance with grantor and funding requirements. • Attend case meetings to provide feedback, share observations, and collaborate with other departments to develop action plans that address client needs and challenges. • Maintain detailed and timely client records using designated software, including documentation of services provided, incident reports, and statistical data. Complete all administrative tasks such as payroll, reimbursements, and other required reports. • Promote the safety and cleanliness of shared living spaces and apartment units by reporting unsafe conditions, completing incident reports for accidents or hazards, and performing light housekeeping duties as necessary. • Monitor and report concerns regarding abuse and/or neglect to the appropriate authorities, including Child Protective Services (CPS) and Adult Protective Services (APS). • Maintain effective daily communication with clients to provide support, oversight, and guidance during their stay in the shelter. • Perform additional duties as assigned to support the shelter’s operations and client success.
Qualifications	<p>Education:</p> <ul style="list-style-type: none"> • Associates Degree in Public Health, Psychology, Counseling, Sociology, Social Work, Sociology or Criminal Justice and 3 years’ experience OR • Bachelor’s degree in Public Health, Psychology, Counseling, Sociology, Social

	Work, Sociology or Criminal Justice and 1 year experience Experience: • Experience within social services, case management, or similar field (1-3 years depending on education level).
Salary/Hours	Full-Time Work Schedule: Friday-Monday 8:00 am – 7:00 pm
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/nn76tt42
Opening Date	Immediately

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