



## **JOB DESCRIPTION**

### **PARENT MENTOR**

Are you looking to make a lasting impact on families in the community? Do you prefer working with a compassionate, hardworking, collaborative, fun and supportive team? This part-time position provides flexibility, ample training, and growth opportunities for those interested in contributing to the safety and wellbeing of children and parents.

The Exchange Club Center for Family Unity has been keeping children safe and supporting parents since 1984. Currently located in Owatonna, the Center serves families and individuals in 5 counties including: Dodge, Freeborn, Rice, Steele, and Waseca. Services are provided within three program areas: Supervised Visitation, Parent Mentoring and Safe Exchange.

In partnership with The National Exchange Club (NEC), we work to prevent child abuse through intervention and prevention services, as well as raising awareness through education and training.

#### **RESPONSIBILITIES:**

- Meet with families from assigned caseload and work on goal plans
  - Attend all staff meetings and other assigned meetings, including some fundraising activities
  - Other Center-related activities as approved by the Executive Director •
- Maintain Parent Mentor Waiting List
- Maintain individual caseload of families, number to be determined on hours worked

#### **REQUIRED QUALIFICATIONS**

##### **Education and Experience:**

Associates Degree in any of the human services fields or 2 years of equivalent work experience. Satisfactory completion of our in-house training program (90-day probation period). Knowledge of child development, family violence and child abuse.

##### **Knowledge, Skills and Abilities:**

- Ability to listen non-judgmentally and offer empathy

- Give and receive feedback
  - Confident with utilizing computer for documentation, scheduling and meetings •
- Strong organizational and communication skills with the ability to manage multiple priorities
- Willingness to learn a variety of tasks, excellent communication skills, a thorough understanding of nonprofit practices, a serious work ethic, and a desire to work in a team-oriented environment
  - Strong collaborative skills
  - Ability to work independently, establish priorities, and meet deadlines •
- Understand importance of customer service professional conduct
- Maintain client confidentiality
  - Knowledge and experience with diverse groups of people of lower socioeconomic conditions
  - Ability to work evenings and weekends as needed

**Licenses and/or Certifications:**

- Valid MN Drivers' License, access to reliable transportation, and the ability to meet Exchange Club Center for Family Unity's driving record requirements

**Preferred Qualifications:**

- Bachelor's degree
- Knowledge of child development, family violence and child abuse
- Bilingual

**Screening:**

All staff and volunteers are required to complete our screening process which includes a criminal background check and two reference checks.

