

## VACANIES

### **Youth/Adult Mentor Volunteer**

- To provide friendship, support and inspiration to the mentee with whom you have been matched.
- Ability to work well with mentee
- Pass a criminal background check
- Help mentee establish goals and work towards achieving them
- To meet with your mentee at least 2 times monthly and contact mentee on a regular basis.
- Serve as a positive role model and/or accountability partner
- Track time involved with mentee and report hours monthly to Mentoring Supervisor.
- Other duties as assigned

### **Licensed Clinical Professional**

- Must have current licensure (LCPC, LCMFT, LPC).
- Two years' experience working with clients with developmental and mental health issues
- Ability to contribute in board meeting on corrective actions for the organization
- Pass a criminal background check
- Monitors mentee's progress by assuming a "primary therapist" role, including coordinating and overseeing the clinical /administrative segments of each case.
- Other duties as assigned
- Knowledge of basic computer skills
- Review and assist with treatment plans for mentees that are individualized to each mentee's need.
- Attends three board/ organizational meetings per year

- Be available for four to five telephone calls each year from staff seeking advice
- Allow Ambitious Single Mothers Inc to publish your name as a member of the Advisory Committee

### **Volunteer Pro Bono Lawyer**

- Willing to submit to a criminal background check
- Help develop, review and monitor organizational plans to ensure compliance with state, federal and county regulations
- Attend all organizational and board meetings as required
- Proficiency in Microsoft Word, Excel, PowerPoint
- Other duties as assigned
- Periodically reviews and make recommendations to senior management for improvement of the company's contract review policies, procedures, and practices.
- Provide legal advice to elected and appointed officials, and county departments, agencies, boards and commissions
- Attend three meetings per year, held on a weekday or weekend.
- Be available for four to five telephone calls each year from staff seeking advice
- Allow Ambitious Single Mothers Inc to publish your name as a member of the Advisory Committee

### **Certified Public Accountant**

- Help develop, review and monitor organization current and future financial records
- Willing to submit to a criminal background check
- Certified Public Accountant (CPA)

# Ambitious Single Mothers, Inc

SUPPORTING YOU THROUGH IT ALL

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- Monitoring, reviewing and preparing organization, corporation, partnership and trust tax returns
- Ability to prepare compilations, reviews and audits
- Attend three meetings per year, held on a weekday or weekend.
- Be available for four to five telephone calls each year from staff seeking advice
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