

Position Title: Volunteer Life Mentor at The Light House
Reports to: Light of Life /Chief Executive Officer (CEO)
Updated: June 2022



GENERAL DESCRIPTION

The volunteer Life Mentor's role is to walk alongside their resident with the love of Christ. The key responsibility of the Life Mentor is to ensure the woman they are assigned to is given the opportunity and ability to stabilize, transform and flourish through this unique relationship. This involves, collaborating with the Light House Case Manager on the Individual Care Plan, providing support, providing transportation to and from appointments, meetings, church etc., advocating on the resident's behalf and ultimately promoting independence through the mentor/mentee relationship.

DUTIES AND RESPONSIBILITIES:

- Develop in conjunction with the resident and case manager a mutually agreed upon plan for weekly meetings and activities that do not conflict with the Light House class/program schedule.
- Facilitate regular contact with assigned resident(s) to build a relationship and discuss progress towards plan goals, as well as other needs and concerns.
- Establish a professional relationship with resident's case management team members and family when appropriate, i.e., educational advisors, therapists, physicians.
- Complete client evaluation plans (90-day; 6-mth; and 9-mth) highlighting progress and steps to further progress.
- Ensure that all activity is within the guidelines of the operating procedures.
- Assist with parenting supports and guidance when indicated.
- Meet with CEO and Case Manager every other week for group supervision and collaboration.
- Update and read client note daily to ensure effective communication (online case management system).
- Ensure confidentiality is maintained at all times.
- Be a good role model to clients and children.
- Maintain appropriate boundaries around money and gifts (volunteers will not give money or purchase items for the residents unless it is approved by the CEO)

ESSENTIAL KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Strong written and verbal communication skills
- Ability to handle sensitive and confidential information with discretion, grace and judgment
- Ability to be self-directed, as well as work in teams
- Ability to accept different viewpoints.
- Basic knowledge of current social and economic problems, principles of family issues, economics and budgeting, human relations, social assistance requirements, substance abuse and trauma.
- Strong in Christian faith with ability to speak the Truth with love and conviction.

QUALIFICATIONS:

- Ability to work effectively and courteously with people and exercise good judgment
- Must be of good professional character, pass a criminal background check and drug test
- Ability to learn a basic client database system
- Valid driver's license with appropriate level of insurance
- Ability to lift up to 20 lbs.
- Ability to give between 5 and 10 hours per week to the mentee
- Ability to volunteer *some* evenings and *some* weekends.