

Hobbs Municipal Schools Job Description

Position: Mentoring Coordinator

Supervisor: Compliance Officer

General Job Description: Under the supervision of the Hobbs Municipal School's Compliance office, the Student Mentoring Coordinator shall oversee and coordinate all Mentoring Program activities involving Hobbs Municipal Schools' students.

Qualifications:

1. Bachelor's degree is preferred.
2. Three years direct experience in the area of program administration working with targeted population. One of these years must have been in a supervisory capacity.
3. Knowledge of youth issues/services and community programs serving the target population.
4. Must be able to follow and carry out written and oral instructions quickly and accurately.
5. Must be able to establish an effective working relationship with staff, the target population and the public.
6. Extensive knowledge of community resources and the needs of youth.
7. Ability to establish a strong working relationship with the public especially community agencies.
8. Ability to provide public speaking, staff training and community presentation services.
9. Must be able to use discretion in all facets or work-related situations.
10. Broad knowledge of the needs, drives and interests of children, youth, and families.
11. Ability to perform all work rapidly and accurately, meeting all deadlines when applicable.
12. Ability to exhibit emotional maturity and good judgment, to include high standards of morals and speech.
13. Must be dependable and flexible with regards to working hours.
14. Ability to pass background investigation. Fingerprinting will be required.
15. Must be able to travel frequently both around the Hobbs community and out of town. Proof of satisfactory car insurance is required.
16. Must be able to take and pass a substance abuse test.

Essential Duties and Responsibilities:

1. Provide oral and written directions to staff in providing services to target population.
2. Collect data that is relevant to program issues, community issues and implement into reports.
3. Responsible for day to day operation of programs to include purchasing, inventory control, staff scheduling, record keeping and other program needs.
4. Oversee the referral process and selection for mentoring services.
5. Oversee all groups, presentations, and material within the Mentorship program.
6. Provide liaison services with social service agencies and other youth service agencies to include joint projects and mentoring services for program participants.
7. Provide case management/mentoring services for individual students.
8. Responsible for overseeing and monitoring case records and implement the use of record keeping.
9. Conduct ongoing research to evaluate program services.
10. Overall responsibility for Student Mentoring program.
11. Work directly with the administration in formulating policies and procedures.
12. Oversee service planning and delivery and provide program/case consultation as appropriate.
13. Coordinate program in accordance with the scope of work stipulated in the funded proposal.
14. Referrals of youth to appropriate public and private youth, human services agencies and follow-up.
15. Maintain a system to document contracts, which will include client demographics and types of services provided or referred.
16. Provide advocacy services on behalf of the target population with the public and private agencies, human services agencies and other appropriate agencies.
17. Recommend, plan, and/or coordinate and conduct in-service training for program staff.
18. Other duties as assigned.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.