

Job Description

Mentor Coordinator (OYP) (Part Time)

Title: Mentor Coordinator – New Rochelle

Exempt Status: Non-Exempt

Immediate Supervisor: Regional Director

To forge a new approach to the emerging adult population, the New York State Unified Court System launched the Opportunity Youth Part (OYP) in New Rochelle City Court in October 2020. OYP serves young people ages 16-24 who are not in school, unemployed or under-employed, and typically disconnected from positive services within their communities. Westcop's OYP community-centric approach provides a bridge between participants and the community, linking eligible young adults facing misdemeanor or felony charges to mental health, job training and placement, substance use, academic and mentoring services, with support from a collaborative of local stakeholders including the District Attorney's office, defender associations, academics, educators, health care professionals and other local community organizations. The OYP program is grounded in strategies and practices that are developmentally appropriate and trauma informed, and encourages the participants to make thoughtful decisions about their daily choices.

Job Description

A Mentor Coordinator 20 hours/week position for one year. This position is vital to maintaining a connection with OYP participants and their mentor once they have been assigned one. It is a particularly vulnerable time for the emerging adults, and a Mentoring Coordinator would help fortify the progress made during their time in the OYP and would aim to prevent relapse and follow through during their Conditional Discharge. The long-term effectiveness of the OYP and, consequently, its impact on public safety, will be determined by the actions of OYP participants after they "graduate" from the intensive OYP Court.

The Mentor Coordinator's responsibilities will include:

- Oversee all aspects of the mentor application process including recruiting candidates, reviewing applications, conducting interviews, and completing background and reference checks.
- Upon approval by Westcop and Court staff, match mentors with youth participants.
- Orient and train new mentors on their roles and responsibilities.
- Serve as an ongoing resource to mentors to address any issues or concerns that arise.
- Oversee the progress of the mentoring relationships, regularly checking in with both mentors and mentees.
- Communicate with rest of the OYP case management team and the OYP Court Coordinator.

Key Working Relationships

Internal: Director
Program Coordinator
Case Managers

External: Clients
Community agencies
NYS Court System / Staff

Supervisory Scope

Titles: Student intern

Organizational Responsibilities

Reports as assigned
Client program contact data
Case Notes

Minimum Requirements

- A. Desirable level of formal education: Bachelor's Degree or 5+ years of related experience
- B. Total number of years of applicable experience to qualify: Must have 3 years
- C. Specialized knowledge, training and skill,
- D. Preferred but not required, Bilingual
- E. Use of automobile and valid driver's license

Salary: TBD

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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SEND RESUMES & COVER LETTERS TO

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