



## Job Description

<b>Title:</b>	Parent Mentor
<b>Reports to:</b>	Parent Mentor Program Director
<b>Classification:</b>	Hourly, non-exempt
<b>Shift:</b>	AM/PM/Overnight
<b>Salary:</b>	\$16-\$25 hourly

*The mission of Minnesota One-Stop for Communities is to strengthen and support individuals and families in communities to be safe, stable, and healthy.*

Minnesota One-Stop For Communities (MN One-Stop) is a dynamic, 7-year-old non-profit organization with its main office located in Roseville, MN. MN One-Stop offers services to thousands of low-income families throughout the State of Minnesota. MN One-Stop works with some of the most vulnerable individuals in our community: those experiencing housing instability, long-term homelessness, child protection involvement, low-income, and people of color. Through its Parent Mentor Program, Housing Program, and Shelter Program, MN One-Stop provides emergency shelter, stable housing options, and one-to-one mentors who support families as they navigate the child welfare system. MN One-Stop also offers housing navigation, referrals, community resources, and case management; all to support individuals through crises and to set goals for future success. MN One-Stop is dedicated to delivering high-quality, dignified services that empower people to create healthy, stable lives.

The Parent Mentor is a member of the Parent Mentor Program and works one-to-one with families involved with the child welfare system. The Parent Mentor has a personal experience with the child protection system and can guide families past the challenging (and sometimes impossible) barriers affecting their family togetherness. The Parent Mentor works in the community with parents, including in family homes. Due to the non-traditional nature of this position, the Parent Mentor must be flexible and able to quickly adapt to change. The Parent Mentor is a mandated reporter and possesses a high degree of confidentiality.

### Job Responsibilities:

1. Promptly and accurately collect, enter, manage, and report participant data into a systems of record.
  - a. Ensure all intake paperwork has been completed for each participant/family.
  - b. Enter all participant data, including demographics, into a systems of record.
  - c. Keep participant records updated with relevant documents such as incident reports, case plans, the release of information, etc.
  - d. Update participant records upon exit of the program.

2. Provide one-to-one mentoring for families navigating the child protection system. Oversee the day-to-day work of the Housing Program and ensure data integrity.
  - a. Communicate with families on a daily/weekly basis.
  - b. Ensure participants receive referral information on a wide variety of topics, including housing, employment, healthcare, and other resources.
  - c. Meet with social workers and attorneys, attend appointments and court dates.
  - d. Manage files and report progress relating to achieving reunification or an alternative permanent plan.
  - e. Communicate information regarding participants and programmatic concerns both in writing and verbally to other staff.
  
3. Other duties as assigned.

Qualifications/Knowledge/Experience:

- High school diploma or equivalent.
- Must be 21 years of age.
- Must have a valid driver's license and insurance.
- Experience using Google Drive, Microsoft Office Suite and/or other online platforms.
- Ability to pass a criminal and Department of Human services background check, if required by program license.
- Minimum of (1) one year of relevant experience.
- Ability to work with low-income populations, including those who may be experiencing homelessness, unstable housing, substance use disorders, and/or mental illness.
- Knowledge and experience with the child welfare system, preferably with personal family experience of prior child protection involvement.
- Ability to accurately enter data into computer system for reporting purposes.
- Effective listening and interpersonal communication skills.
- Relationship-building skills and conflict resolution and de-escalation skills.

Additional Information:

The role may require heavy lifting, up to 25 lbs. without assistance and up to 50 lbs. with assistance. This role may require standing for long periods of time. Employee must be willing to get CPR certification, if not already obtained. This role may also need to physically restrain participants.