



Job Description of a Mentor for HmH Mentorship Program

Job Title: MENTOR

The **Major Role** of the mentor is to serve as a positive role model to the mentee(s) who are in the phase of maturing mentally, physically and emotionally into adulthood. Promote positive interpersonal and peer relationships, development and decision-making.

Expected Responsibilities

- ❖ Establishing clear communication and proper limits in order to serve as a model for a healthy, trusting relationship is essential.
- ❖ Develop a mentoring relationship with the goal of providing support and guidance, friendship and positive interaction with the mentee, exposure to positive activities, opportunities to learn life skills and positive problem-solving skills, and easing some of the fear, anger and sadness they must have experienced or are currently experiencing.
- ❖ Making them feel valued and encouraging them to find ways to make use of their unique abilities, talents and gifts.
- ❖ Work as a team with the Narrative 4 Associate to help in developing a trusting and dependable relationship with the mentee that will set him or her on a path to success.
- ❖ To support the mentee in further developing daily life skills such as self-confidence, self-esteem, academic excellence, and moral ideals, as well as other personal qualities.
- ❖ To enable and help the mentee learn how to help him or herself and encourage him or her to make his or her own decisions and take responsibility for them.
- ❖ Demonstrate good character, emotional stability, and a responsible adult lifestyle free from the use of alcohol and use of illegal drugs before and while in the presence of the mentee.
- ❖ Maintain communication with the N4 Associate at least once a month, informing them of the development of the mentee.
- ❖ Fill out and send completed "Monthly Activity Reports/Time Sheets" to the N4 Associate in a timely manner.
- ❖ Inform the N4 Associate as soon as possible if there are any problems, needs, or concerns regarding the mentee or the match.
- ❖ Agree to provide a one-month notice before the termination of any match and conduct a termination debriefing.

Time Commitment

- ❖ Make a 6-months Commitment for the duration of the mentorship program.
- ❖ Prepare for, and achieve closure at the end of 6 months.
- ❖ Commit to spending at least **2-3 times per month, eight (8) hours per month** with mentee through face-to-face visits with a minimum of two face-to-face visits per month.
- ❖ Communicate with the mentee weekly.
- ❖ Phone contact within reason



- ❖ Attend an initial onboarding meeting & orientation session.
- ❖ A bi-monthly meeting will be hosted and Mentors will be required to attend. The meeting is structured as follows:
 - **Meeting 1:** Onboarding/Orientation and Matching meeting
 - **Meeting 2:** Follow-up meeting with all mentors and mentees two months after the onboarding.
 - **Meeting 3:** Final meeting, evaluation and end of the mentorship program in the 6th month.

Participation Requirements

A mentor must meet all the following requirements

- ❖ Be between ages 28-45
- ❖ Be an emotionally stable and mature person with a sincere interest in helping a mentee develop to their full potential.
- ❖ Be willing to adhere to all program policies and procedures
- ❖ Be willing to complete the application and screening process.
- ❖ Be dependable and consistent in meeting the time commitments.
- ❖ Attend the onboarding session and scheduled bi-monthly meeting
- ❖ Be willing to communicate regularly with the Narrative 4 Associate, submit activity reports, and take constructive feedback regarding mentoring activities.
- ❖ Does not use illicit drugs.
- ❖ Does not inappropriately use alcohol or controlled substances.
- ❖ Not currently in treatment for substance abuse or has a non-addictive period of at least two years.
- ❖ Not in treatment for a psychiatric condition or hospitalized for one in the last three years.
- ❖ Willingness to provide emotional, social, and practical support within limits.
- ❖ Knowledge of one's boundaries and ability to set limits with others.
- ❖ Recognition that all people have strengths and they need to discover and use them.

Desirable Qualities

- ❖ Willing and active listener
- ❖ Encouraging and supportive
- ❖ Patient and flexible
- ❖ Tolerant and respectful of individual differences



Site:

- ❖ An agreed location within the community as arranged between the mentor and mentee with the express knowledge of the N4 Associate.
- ❖ **A mentor is not to bring a mentee to his/her home.**

Benefits and Our Commitment to the Mentors

- ❖ Personal fulfilment through contribution to community and individual
- ❖ Satisfaction in helping someone mature, progress, and achieve goals
- ❖ Access to the Narrative 4's Story Exchange sessions
- ❖ Record of volunteer hours to be used on future job applications
- ❖ Personal ongoing support, supervision to help the match succeed.
- ❖ Learn about yourself, personal growth.
- ❖ Support in terms of condensed research materials on the mentorship pillars for mentors,
- ❖ Commitments to quick response and assistance in reported cases of Abuse or dangerous parenting or living conditions for mentees.
- ❖ Proper vetting of Mentors by N4.
- ❖ Approval and commitment from Guardians/parents of mentees to prevent legal blowback for mentors.
- ❖ Learn skills on negotiating and resolving conflicts as well as anger management with kids/teenagers
- ❖ Have fun!