



CCPC is always looking for dedicated mentors to join our team! Our mentors work in the community to support the behavioral and emotional development of their assigned youth (age range: 8 to 18). Mentors work one-on-one and occasionally in group settings to teach and develop pro-social skills, provide support during challenging behaviors, and connect youth with community resources.

Work Schedule:

Hours scheduled may occur during the day, weekends, and evenings. Some overtime hours may occur with approval.

Mentors may work 5-30 hours per week, based on the availability of their schedule and according to the number of contract hours available to match with them. Mentors must be committed to working the hours they sign up for and complete the assignment. Regular work hours and assignments become available after background and reference checks have cleared and the mandatory 28 hours of in-house and online training have been completed.

Compensation:

\$11 - 14 per hour, depending on experience and qualifications. Most travel, meals, and activities for youth are covered or reimbursed.

Required Qualifications:

1. Minimum age of 21 years, with High School diploma or GED.
2. Additional training, knowledge, and experience demonstrating competence in building and maintaining working relationships with children and families needing intensive family services and/or out-of-home placement.
3. Working knowledge of planning for, and implementing, contact with community resources on behalf of clients.
4. Must have access to a reliable vehicle, a valid Oregon driver's license, personal auto liability insurance, and a driving record that permits coverage under the agency's corporate auto liability.
5. Must have internet access and cell phone and ability to respond to unit supervisors within the same business day as contacted.
6. Successfully complete a thorough background investigation, including: criminal history check, reference check, employment history, educational verification, or licensing. Arrest and/or conviction may require documentation, additional approval from licensing agency and involve a work plan, but will not automatically disqualify the applicant.
7. CPR and First Aid Certification or ability to obtain.

Preferred Qualifications:

1. Ability to be credentialed as a Qualified Mental Health Associate (QMHA). Possess a Bachelor level degree in a behavioral sciences field or possess a combination of at least three years relevant work, education, training or experience in mental health. (ISSR Rule 309-032-1500) This 3 year accumulation must be based on full time equivalency and supporting documentation must be provided.
2. Experience using electronic medical records (EMR).
3. Experience writing clinical/medical documents.
4. Strong written and verbal communication skills.
5. Strong organizational skills and ability to meet tight deadlines.
6. Ability to remain calm and follow agency protocol in high-stress or crisis situations.

Duties and Responsibilities:

1. Supervises and observes client, by actively engaging in treatment plan goals and objectives set to reduce the level of intensity, frequency or duration of specific behaviors.
2. Supervises and observes client, by actively engaging in treatment plan goals and objectives to implement new coping/social skills to replace identified negative behaviors.
3. Follows instructions of supervisor and carries out assignments as directed.
4. Works closely as a member of the treatment team and gives feedback. Feedback includes providing a summary of client's progress or regression, suggestions for additional interventions or seeking input on an area that may not have been discussed yet.
5. Attends treatment team meetings for specified youth, as directed by supervisor.
6. Attends monthly Mentor Unit meetings. (Additional trainings may be offered.)
7. Responsible for observing specific areas of progress or regression of client, in accordance with the specified treatment plan goals/objectives.
8. Document progress or regression towards specific treatment goals on progress notes for each interaction within 24 hours of each session.
9. As needed, documents other paperwork such as grievances, incidents reports, etc.
10. With proper training, mentors may provide supervision of client with elevated safety issues, such as sex offending or fire setting issues. This requires special training to keep client within sight and sound at all times.
11. Aside from regular scheduled hours of mentoring, CCPC has used mentors on occasion for the following duties (these are paid by the hour and the mentor agrees to helping in the following manner): to provide crisis intervention for CCPC proctor homes, visitation, and transport needs.
12. Uphold all HIPAA privacy and confidentiality regulations.
13. Other duties as assigned.