



JOB TITLE:	Peer Mentor
DEPARTMENT:	African American Family Cultural & Center (AAFCC)
CREATED DATE:	March 2019
HOURS:	Part Time
FLSA STATUS:	Non-Exempt
EMPLOYMENT:	At-Will
REPORTS TO:	AAFCC Director
WORKS WITH:	AAFCC Staff
SUPERVISES:	None

POSITION DESCRIPTION:

BASIC PURPOSE:

Under the guidance of the AAFCC Director, this position functions as a member of the African American Family Cultural Center. The Peer Mentor will work with AAFCC staff to complete responsibilities related to planning, coordinating and implementing program activities and community events. This individual will perform basic clerical skills to assist with daily operation such as answering the phone and making copies. The Peer Mentor will serve as a positive role model for consumers and utilize knowledge of services to provide information and referral as appropriate. The Peer Mentor will develop skills in public speaking, advocacy, leadership and project planning.

WORKING RELATIONSHIPS:

Internal Relationships: AAFCC staff members

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in implementation of daily activities of the AAFCC
- Engage with youth participants in a productive manner
- Serve as a positive role model
- Advocate for quality services and ensure that “youth voice” is included in program planning
- Co-facilitate activity groups with a staff member when applicable
- Provide information and referral to youth when applicable
- Assist in presentations and special events to local organizations and community groups
- Contribute to the production of activity calendar and quarterly newsletter
- Participate in trainings and meetings as assigned
- Maintain professional standards and behavior
- Maintain a cooperative and positive working relationship with co-workers
- Regular attendance
- Other duties and special projects as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Qualifications:

- High school diploma/GED.
- Ability to obtain a work permit if under the age of 18.
- Health clearance, fingerprints and background check including Child Abuse index clearance from the Department of Justice.

Preferred:

Candidate who represents those we serve which includes persons with previous lived experience in one or more of the following areas; homelessness, foster care/group home, mental health, people who represent group(s) that are historically disadvantaged or marginalized.

TRANSPORTATION:

If the use of your personal vehicle is necessary for AAFCC business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on personal vehicles must be provided at the time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for AAFCC.

LANGUAGE ABILITY:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and in small group situations to children, co-workers, and employees of the organization.

MATHEMATICAL SKILLS:

Basic math skills desired but not a requirement.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular or occasional basis:

Sitting	Viewing a computer monitor
Typing/keyboarding	Reading
Handwriting	Talk or hear
Walking	Standing
On the phone	Lifting an average weight of 15 lbs.
Crouch/Kneel/Stoop/Crawl	Reach with hands and arms
Calculator/10-key	Not limited to this list of activities.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less) and to adjust focus (ability to adjust the eye to bring an object into sharp focus). Distance vision (clear at more than 20 feet), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point.) and depth perception (three-dimensional vision, ability to judge distances and spatial relationships) are needed.

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subjected to a loud noise level depending on equipment in use.

WORK ENVIRONMENT

Employee shall work in a non-hostile work environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, illegal drug use, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with employees, clients and other agencies at all times.

An essential function of this position is being presentable to youth at all times. Being a constant and consistent good role model. This means you must be clean and presentable for your work shift.

PRE-EMPLOYMENT REQUIREMENTS

Any offer of employment is contingent upon taking and passing a health screening /TB test, which is required to have within the first 7-days from start date (or your most recent TB test within the last year). The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

Any offer of employment is also contingent upon taking and successfully passing a criminal background investigation (fingerprinting/live scan); the guidelines set forth by the Department of Justice in accordance with the State’s Penal Code Section 11105.2.

Any offer of employment is also contingent upon having a DMV record that passes the criteria from the Agency’s insurance carrier and receiving good and valid reports on reference checks.

Applicants, who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours. Furthermore, I authorize African American Family & Cultural Center’s insurance carrier to pull my motor vehicle record for the underwriter’s review. In addition, I authorize the African American Family & Cultural Center to contact my previous employers and references I’ve listed on my application/resume.

Print Employee Name

Employee Signature

Date