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|----------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------|----------------------------------|-----------------------------------|-----------------------------------------|
| <b>Job Title:</b><br><b>Mentor Recruitment &amp; Recertification Coordinator</b> |                                                                  |                                                          |                                  |                                   |                                         |
| <b>FLSA Classification:</b><br>Non-Exempt/<br>Sal + OT                           | <b>Career Band:</b><br>Mentor Recruitment/<br>Retention Services |                                                          | <b>Career Band Level:</b><br>S05 |                                   | <b>Job Code:</b><br><b>2249</b>         |
| <b>Career Ladder:</b>                                                            | <b>Career Ladder Code:</b>                                       | <b>EEO Code:</b><br>Administrative<br>Support<br>Workers | <b>WC Code:</b><br>8742          | <b>Natural Account:</b><br>511006 | <b>Payroll Costing Group:</b><br>Direct |
| <b>Position Reports to:</b><br>Manager, Mentor Recruitment                       |                                                                  |                                                          |                                  |                                   |                                         |

## SUMMARY

Recruits Mentors and coordinates the certification and recertification process. Conducts home study evaluations, makes recommendations to management, and ensures documentation is complete and accurate. Coordinates meetings and trainings for certified Mentors. Primary focus is licensing and recertification.

## ESSENTIAL JOB FUNCTIONS

*To perform this job successfully, an individual must be able to satisfactorily perform each essential function listed below.*

- Conducts quarterly and annual home study evaluations. Completes monthly reports making recommendations to management for follow-up, de-certification, or re-certification.
- Coordinates all steps in the re-certification process (i.e. document non-compliant issues, follow-up with mentor in their efforts to obtain necessary documentation, ensure that physical plant corrections are made, etc.).
- In conjunction with extensive written and verbal communication with the State Office of Licensing, compiles and submits information and advises management on whether or not to proceed on re-certification of a home.
- Assists the Program Manager, Recruiter, and Coordinators in "client match" meetings.
- Maintains appropriate records in compliance with funding source requirements.
- Maintains and audits mentor files monthly to ensure compliance with all regulatory, contractual, corporate, and legal requirements.
- Develops and implements mentor retention programs. Records and maintains the statistics necessary to measure the effectiveness of various mentor retention efforts.
- Coordinates monthly mentor appreciation efforts and mentor continuing education meetings to ensure compliance with required education hours.

## **Job Description for Mentor Recruitment & Recertification Coordinator**

- Responsible for the coordination of training for all currently certified mentors including CPR and First Aid training, monthly in-services, training on the client population, health, normalization, history of mentor, fire and safety.
- Compiles and distributes monthly listing of local community activities and resources for recreational opportunities.
- Performs other related duties and activities as required.

### **SUPERVISORY RESPONSIBILITIES**

None required.

### **Minimum Knowledge and Skills required by the Job**

*The requirements listed below are representative of the knowledge, skill, and/or abilities required to perform the job.*

#### ***Education and Experience:***

Bachelor's degree in human services and two years of related human services experience preferred. An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.

#### ***Certificates, Licenses, and Registrations:***

Current driver's license, car registration and auto insurance if providing transportation for individual receiving services.

### **AMERICAN WITH DISABILITY STATEMENT**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodations to be determined on a case by case basis.