



POSITION ANNOUNCEMENT

Date: APRIL 2019

Position: **MENTOR PROGRAM SPECIALIST**
Position available through September, and may be extended further.

Responsibilities: Recruit adult volunteers to provide mentoring to at risk adolescents with disabilities. Develop processes for matching youth and adult mentors. Successfully orient and train all volunteer mentors and youth mentees and their parent(s)/guardian(s) and families through meetings and trainings. Conduct monthly match support to each mentoring relationship to ensure effectiveness and success of the match. Maintain case management records. Participate in all collection and reporting of data, and maintain record keeping systems that comply with all Partners for Youth with Disabilities (PYD) and Office of Juvenile Justice and Delinquency Prevention (OJJDP) reporting requirements.

Qualifications & Education: High School Diploma is required. Must have strong leadership and excellent communication, organization and computer skills.

Contact:

Frantz Michel
Human Resources Specialist
Abilities, Inc.
201 I. U. Willets Road
Albertson, New York 11507
(516) 465-1432 or Fax (516) 465-1465
Or
Email humanresources@viscardicenter.org

Abilities, Inc.

An Equal Opportunity/Affirmative Action Employer
Veterans and individuals with disabilities are encouraged to apply