Position Title: Part Time Everyday Living Mentor (ELM)
Education: GED/HS Diploma, Bachelor’s Degree Preferred
Location: Bronx, New York - United States
Employment Type: Part-Time
Report to: Residential Manager
Working Relationships: Senior Residential Director; Chief Program Officer, Operations Coordinator
Employment Status: Non-Exempt
Number of Direct Reports: 0

Position Summary: The Part Time Everyday Living Mentor is responsible for the operations of the home and creating a family-like atmosphere that supports the development and trauma needs of each resident. ELMs perform their duties relatively free from direct supervision, needing to act at all times in a professional manner.

This position is focused primarily upon serving the youth of the program through advancing the mission of the organization. While working within a home team schedule, staff will be required to be flexible with regard to the seven day a week needs of the GEMS TIL residents of the 24-hour therapeutic residential facility and be on call every few weeks based on the crisis schedule. The position requires participation in trainings, satisfied through in-house programs offered by GEMS or third party providers, with a commitment of at least 10-20 trainings hours per year. The position will have at least an annual performance evaluation. This current position posting requires at least 1-3 shifts a week commitment which, could be overnight shifts, along with coverage and crisis management as needed, attending weekly staff meetings, and participation in the “on-call” crisis roster.

Tasks and Responsibilities: This statement of duties is for purpose of identifying this position but it is not limited to:

Key Duties

I. Youth Development
   a. Know and follow GEMS program policies and procedures regarding the care and development of residents.
   b. Assume responsibility for residents in the TIL house, including daily decisions regarding health, safety, and discipline.
   c. Responsible for physical, emotional, social, spiritual, and academic development of residents in accordance with individual service plans and GEMS program policies.
   d. Assures that residents’ daily schedule is followed
   e. Engage in inside and outside activities with the residents

II. Behavior Management
   a. Feedback is clear, specific, timely and respectful
   b. Effectively communicates behavior choices to residents, outlining the positive and negative consequences of their choices
   c. Communication is adjusted to meet the resident’s development level and style of communication
   d. Address negative behaviors with a positive reinforcement

III. Academics
   a. Provide individual assistance and tutoring as needed.
   b. Assist in college, high school, or GED preparation of each resident as needed.

IV. Household Management
   a. Assure the home functions in accordance with GEMS program and local licensing standards.
   b. Ensure maintenance needs are communicated to supervisor for all program property.
c. Assist residents as necessary to maintain a clean and safe environment, and for home to function including cooking, cleaning, shopping, and possibly driving
d. Perform periodic inspections of the facility per supervisory approval
e. Perform minor maintenance cleaning
f. Ability to perform household tasks like shopping, cooking, cleaning and minor property care that may require bending, lifting and carrying.
g. Inspect that site is in good condition before leaving for the day

V. Administrative and Record Keeping
   a. Complete required documentation and/or reports of activities in a timely and accurate fashion
   b. Properly track and document all approved expenses (laundry log, emergency needs etc.), and must maintain responsibility of petty cash funds during each shift including signing in and signing out funds
   c. Maintain confidentiality, as per GEMS practices and confidentiality guidelines
d. Perform support functions such as filing, answering phone calls, etc.

VI. Community Relations
   a. Role model for resident’s positive relations with neighbors, community groups, schools, authorities, and peers, etc

Additional Qualifications:
- GED/HS Diploma, Associate or Bachelor’s Degree preferred
- Eligible to work in U.S.A
- Able and available to work 12:00AM – 9:30AM shifts
- 3–5 years experience working with youth
- Commitment to the vision and mission of Girls Educational and Mentoring Services
- Adept at managing multiple projects and complex situations.
- Strong planning and organizational skills
- Ability to gather and synthesize data
- Adapts strategy to changing conditions and communicates changes effectively.
- Speaks clearly and effectively in positive or negative situations.
- Writes clearly and informatively, varies writing style to meet specific needs.

Job Competencies

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<tr>
<th>Attention to Detail</th>
<th>Attitude Toward Others</th>
<th>Emotional Control</th>
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<tbody>
<tr>
<td>Empathetic Outlook</td>
<td>Excellent written and verbal communication</td>
<td>Flexibility</td>
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<td>Following Directions</td>
<td>Initiative</td>
<td>Meeting Standards</td>
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<td>Multitasking</td>
<td>Personal Accountability</td>
<td>Project/Task and Goals Focus</td>
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<td>Respect for Policies</td>
<td>Team Player</td>
<td>Excellent Administrative Duties</td>
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Behavioral Competencies

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<tr>
<th>Adaptable</th>
<th>Organized Workplace</th>
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GEMS Core Values

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<th>Development Grounded</th>
<th>Trauma Informed</th>
<th>Culturally Competent</th>
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<tr>
<td>Gender Responsive</td>
<td>Strengths Based</td>
<td>Social Justice Oriented</td>
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GEMS Principles

| Survivor Leadership | Transformative Relationship |