



# American Indian Health and Family Services Of Southeastern Michigan, Inc.

## Minobinmaadziwin "A Good Life"

### Job Description

**Job Title:** Peer Mentor

**Department:** Community Wellness

**Program/s:** I-LEAD

**Reports To:** Program Coordinator, I-LEAD

**Employment Category:** Part Time, Regular

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** A Peer Mentor is a core part of the Indigenous Youth Initiative for Leadership, Empowerment and Development (I-LEAD) project. I-LEAD promotes economic and social self-sufficiency by strengthening leadership opportunities for Native American youth 14-24 years old. The Peer Mentor will be responsible for mentoring other youth in the community in regards to employment, education, cultural connection, and leadership development. The peer mentor will conduct one-on-one visits with other youth (ages 14-24) and serve as an integral part of the implementation team.

#### Essential Duties and Responsibilities:

- Attend and actively participate in monthly team meetings and regular check-ins with supervisor.
- Contact youth ages 14-24 to schedule one-on-one or small group, peer support appointments. These appointments can be in person, over the phone or video conferencing. Also, utilize email, social media and texting to keep in contact and schedule appointments.
- Visit high schools, colleges or other sites to recruit Native American youth ages 14-24 for the program.
- Recruit participants to attend college visits, workshops and other program activities.
- Provide information for additional activities based on individual participant interests. Educates the target community on various outreach programs and agency programs.
- Assist with organizing and implementing program workshops and events, occasionally including local or extended travel. Assists in planning, preparation and staffing for on-site and off-site community events such as health fairs, conferences, cultural events and pow-wows.
- Provide transportation for program participants directly related to client's professional development needs.
- Complete reports as assigned.
- Collaborates with team to build a support system that integrates Traditional Healing and culture.
- Assist with other program activities such as outreach, partnership building, trainings, and data entry as needed.
- Other duties as assigned.

**Education/Experience:** High School Diploma/GED and a minimum of 24 college credit hours required. Must be currently enrolled part time, according to college/university requirements, in college or graduated within the last two years. If currently enrolled, must remain in good standing according to college/university requirements. Must provide class schedules and grades for each semester. One year of related experience is preferred.

#### Additional Qualifications:

- Must be self-directed.

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- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Must have access to adequate transportation to attend meetings and get to/from work.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to promote an alcohol, tobacco and drug-free lifestyle. Must pass a drug screening.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

### Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised: 3/13/19