



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

Minobinmaadziwin "A Good Life"

## Job Description

**Job Title:** Peer Mentor-College

**Department:** Community Wellness

**Program/s:** I-LEAD

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

**Employment Category:** Part Time, Temporary

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

**Position Summary:** The Peer Mentors will be responsible for mentoring other youth in the community in regards to employment, education, cultural connection, and leadership development. The peer mentors will assist with workshops, conduct one-on-one visits with other youth, and serve as an integral part of the implementation team. They will work directly with staff to assist with activities such as outreach/awareness, community events, partnership building, trainings, and data entry.

### Essential Duties and Responsibilities:

- Meet one on one with mentees, whether the meetings are onsite, offsite, on the phone, or by other means.
- Attend monthly work team meetings to organize and provide updates on college visit projects
- Recruit participants to attend college visits
- Help put on 6-12 workshops/events.
- Conduct participant evaluations and incorporate needed changes into program. Complete reports.
- Recruit participants to attend workshops
- Collaborates with team to build a support system that integrates Traditional Healing and culture.
- Educates the target community on various outreach programs and agency programs for health and well-being. Distributes educational materials in the community and informs clients of upcoming events or programs.
- Assist by staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.

### Other Duties and Responsibilities:

- Interacts with community to determine methods of prevention and engagement that we can implement
- Participates actively as member of inter-departmental team.
- Prepares and writes progress reports as needed.

**Education/Experience:** High School Diploma or GED is required. Must be enrolled at least part-time in a post-secondary education program and in good academic standing.

### Additional Qualifications:

- Must be self-directed.
- Must be within the age range of 18-24.

- 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.
- 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.
- Ability to promote an alcohol, tobacco, and drug-free lifestyle
- Ability to promote an path of wellbeing and healthy living

**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: 6/8/18