



Match Specialist Position Description

Qualifications: MSW or equivalent

Pay Range: \$30 - \$40 /hr

Hours: 15 - 20 /wk

Position Description: Initiate, establish and support of one on one mentor/mentee matches for Rogue Valley Mentoring

Responsibilities:

- Timely response to mentee applications; arrange interview with mentee and parent/guardian
- Determine mentee's interests, capacity for a relationship and understanding of the role of a Mentor
- Determine parent/guardians willingness to support the mentee/mentor relationship
- Compile process notes and information during this process, add to "Contact Notes" folder and consult with MSS supervisor
- Review Active Mentor roster and consult with MSS supervisor to determine appropriate Mentor/mentee match
- Consult with potential mentor, sharing relevant information about the mentee's interests and issues relative to the potential match including parent/guardian issues as they might relate to match success
- Plan Mentor/Mentee/Parent meeting. Allow time for introductions, exchange between mentee/mentor and walk and talk getting acquainted time while Match Specialist further defines relationship agreement with the parent/guardian.
- Assess the comfort level of the mentee and mentor and determine whether to proceed with the agreement paperwork or to have a waiting period to confirm the match. Must be able to facilitate either situation.
- Follow up contact with mentor, mentee and parent/guardian after their first meeting. Take process notes and enter into "Contact notes" folder in Drive and Consult with MSS Supervisor.
- Consult with referring agencies as appropriate
- Report any incidents or concerns about interactions that have potential for harm to self or others to MSS Supervisor
- Maintain and document monthly check-in with each match participant.
- Collect and compile data as requested by RVM
- Monitor mentor monthly reports flagging issues to MSS Supervisor in a timely manner.
- Attend supervision and monthly mentor support meetings

To Apply: email your cover letter, resume, and references to Lynn@RVMentoring.org.