

**RELIEF NURSERY
MENTOR COORDINATOR
VETERANS COURT JOB DESCRIPTION**

Position: Mentor Coordinator for Veterans Treatment Court
FTE: 20 hours per week
Reports to: Program Supervisor
Evaluated by: Program Supervisor
Rate: \$17.60 - \$20.65 per hour D.O.E.

We are currently seeking a half time position for our Lane County Veterans Treatment Court Program. Having served in the military in some capacity is a requirement for the position.

Responsibilities: Mentor Coordinator will be responsible for working with veteran participants in the Veterans Treatment Court (VTC) by providing peer support in the courtroom environment and in the community. The Mentor Coordinator will oversee all volunteer veteran mentors and be responsible for recruitment, screening and selecting candidates, and training them about VTC. Veteran support will consist of, and not be limited to home visits, support in court on Thursday mornings, telephone contacts, transportation, referrals and advocacy. They will work with the Program Supervisor and Treatment Court Coordinators to design and implement trainings, recruitment process and retention. Mentor Coordinator will also create curriculum for training volunteer veteran mentors and facilitate monthly mentor meetings to ensure volunteers are feeling supported and trained. Mentor Coordinators will facilitate community engagement activities for veterans their mentors. They will maintain a personal recovery program, if appropriate, as well as model recovery-appropriate behavior. Former graduates encouraged to apply. Any additional duties as assigned by the Program Director or Program Supervisor. Some aspects of the described position are currently modified due to COVID-19 Health and Safety precautions.

Requirements:

1. Education & Experience: High School diploma or equivalent. AS/ BS Preferred
2. Familiarity with:
 - a. Substance abusing population
 - b. Veterans with disabilities and veteran's specific mental health
 - c. Veterans Administration and services offered
 - d. Served in the military
3. If identifying as a person in recovery, must be able to demonstrate continuous sobriety under non-residential, independent living conditions for the immediate past two years.
4. Access to car, valid driver's license, proof of current automobile insurance coverage and ability to meet agency background check requirements are necessary.

Skills & Abilities:

1. Knowledge of substance use and detoxification; community resources and recovery programs.
2. Individuals in recovery are encouraged to apply and affected others who have personal experience in helping a family member with the recovery process.
3. Ability to write clearly, concisely, and to communicate effectively both orally and in writing. Good organizational skills. Must be detail oriented and timely in submitting all reporting requirements.
4. Ability to meet individuals where they are at with a sense of compassion. Ability to interact in a positive and professional manner with coworkers and community partners. Ability to listen and understand.
5. Skills in problem solving and developing creative approaches; working independently and as a team member.
6. Relate tactfully, confidently, sensitively, and non-judgmentally to participants, family, and staff of diverse backgrounds
7. Maturity and good judgment with confidence in ability to function in all situations as they arise, including crisis situations.
8. Basic computer skills.

Relief Nursery offers medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees. See Relief Nursery website for full benefit package. Pre-employment drug screen and criminal background check required. Driving record and proof of insurance required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Thalassa Montemurro, 1720 W.25th Ave. Eugene, Oregon. 97405. or email resume to thalammm@reliefnursery.org.

Relief Nursery is an Equal Opportunity Employer