



About POTS

Part of the Solution (POTS) is a 'one-stop shop' helping low-income individuals and families move from crisis to stability and, ultimately, self-sufficiency. POTS helps more than 30,000 people annually. Current services include the Community Dining Room; Emergency Food Pantry; shower and mail facilities; barbershop; case management; Legal Clinic; workforce development and an intensive case management/ mentoring program for a select group of families. POTS also holds a variety of seasonal distributions for items such as back-to-school supplies, Thanksgiving turkeys and holiday gifts, and is host to a medical and dental clinic.

About the position

The Family Stability and Self Sufficiency Mentor (Family Mentor) will assist adult POTS clients from households with school-aged children seeking a permanent change in their life trajectory by providing assistance with thinking through life goals and providing mentorship support to help clients achieve those goals. The Family Mentor will also help the heads of households plan for and access services that will advance the goals they have for their children. The Family Mentor will provide intensive support to clients seeking a change in five key areas: housing, health, finances, education, and day-to-day needs.

Commitment to POTS: Belief in the programs and mission of the organization. Motivated to achieve a desired goal and ability to plan, manage time effectively and work towards it proactively, going the extra mile if necessary. Will be comfortable being accountable for ambitious goals and understands the role of measurable data in achieving results.

Recruit and assess clients: POTS is seeking to grow the program to 80 households per year. The Family Mentor will conduct outreach and presentations with schools, and community based organizations to recruit clients and then assess those clients for program.

Client stabilization and case planning: The Family Mentor will use the intake and assessment process to help the client think about values and goals for themselves and their children. This will be followed by goal and task setting with the client based on individual circumstances.

Develop an ongoing mentorship: During regular meetings provide information, support, access to resources, role modeling and directed conversation to clients in the process of completing tasks and meeting goals.

Referral services: Provide access to services within and external to POTS including emergency food provision, clothing distribution, haircuts, job training and placement programs, GED programs, detoxification centers, shelters, free income tax preparation, health care navigators, medical and psychiatric care centers, domestic violence prevention and assessment resources.

Participate in program evaluation and data management: POTS has ambitious goals for this program with regard to moving families from poverty to self-sufficiency. As such, the Family Mentor will be working closely with evaluators to track progress and outcomes, measure program success and design improvements iteratively.



Required Skills

- Proficient in Microsoft Office, database management software, and comfortable using and adapting to contemporary computer software
- Bachelor's Degree
- 2-3 years of experience in social work, counseling, mentoring, therapy, school-based guidance counseling, public health or related field
- Willingness to travel off-site
- Excellent customer service skills
- Ability to work independently
- Ability to have conversations in Spanish, Fluent Spanish
- Ability to communicate effectively verbally and in writing
- Willingness to be creative, flexible, compassionate, patient and persistent
- Candidate must be able to work Saturdays as needed

Preferred

- Knowledge of nonprofit network in the NYC metro area
- Knowledge of NYC public education system application procedures, Individual Education Plans, and scholar opportunities for private schools.
- Masters of Social Work

Benefits

- Salary commensurate with experience
- All full-time employees receive comprehensive medical and dental coverage
- Other benefits including 401(k) retirement plan and FSA plan
- Opportunities for professional development

To Apply: Please send a cover letter and resume to employment@potsbronx.org with the subject "Family Mentor." The cover letter must include a description of the applicant's qualifications, Spanish language ability, and salary requirements.

POTS is an Equal Opportunity Employer. POTS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.