

## FLORENCE COUNTY POSITION DESCRIPTION

Position: Mentor and Respite Worker  
Department: Human Services  
Reports To: Lead Social Worker and/or Director  
FLSA Status: Casual Employee/Non-Exempt (No Benefits)  
Salary Range: \$15-\$18/hour  
Salary Grade: Grade 13

### **Position Summary:**

The assigned worker is responsible to develop relationships with youth that are involved with the Department that will promote positive family and peer relationships, development, and decision-making.

### **Essential Functions:**

Support mentees by:

- Empowering them to resolve current issues and develop coping strategies for the future
- Provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries
- Acknowledge strengths, talents, and gifts and encourage ways to use them
- Actively listen and offer support and encouragement when appropriate
- Engage in activities outside of the home to help expose youth to new opportunities and experiences.

Provide respite by:

- Provide relief to persons normally providing care to an individual
  - Furnished on an intermittent, occasional, or emergency basis (as approved)
- May provide light housekeeping, meal preparation, and companionship
- Respite care provider may not be an individual who lives within the family home

### **Education:**

- Preference will be given to those with experience in a Human Services related field, preferably working with children, youth, and families.
- Additional consideration will be given to those who have a working knowledge of family dynamics.
- Must be at least 18 years old, hold a valid driver's license, and carry State legal limits of liability insurance on a personal vehicle (when transporting mentees).
- Must successfully complete a background check without conviction for an offense that would directly affect the individual's fitness to be a mentor or respite provider.

### **Knowledge, Skills, and Abilities:**

- Dependable, flexible, and patient.
- Sensitive to the needs of families without regard to race, sex, creed, culture, etc.
- Able and willing to transport clients as requested by the assigned Social Worker or Director.

- Communicate effectively both written and orally with the Department, family, child, and the Court system.
- Must be able to maintain a high level of confidentiality
- May not provide legal or other case advice, if applicable. All case activity outside of mentoring must be referred to the assigned Social Worker or Director.
- It is understood that the Mentor will remain engaged during the entire activity and limit any unnecessary distractions.
- Ability to identify and report crisis situations
- Ability to be reached by phone within reason.
- Ability to identify various locations in the community to participate in positive, recreational activities.
- Under no circumstance is a mentor authorized to bring a mentee to his/her home.
- All outings must be pre-approved by the assigned social worker.
- Mentor must complete a time report for the assigned social worker, upon request.
- Mentor must complete a time report for all activities.
- Mentor must be able to meet with the assigned Social Worker or Director, upon request.

**Other:**

- Mentor or Respite Worker must maintain receipts for expenses incurred as part of an outing.
  - Expenses must be pre-approved based on activity.
- Mentor or Respite Worker must document mileage accordingly for reimbursement.
  - Mentor is allowed the IRS mileage rate when traveling to a worksite and activity (when County vehicle is not available).
- Hours will vary considerably based on mentee and family need.

**Application Instructions:**

- Complete a Florence County Employment Application.
  - Please visit [www.florencecountywi.com](http://www.florencecountywi.com) and click on Employment Opportunities for an application.
- Submit a Letter of Application, Resume, and at least two professional references.
- Send all Application materials via one of the following:
  - Mail to: Donna Trudell, Florence County Clerk/Administrative Coordinator, PO Box 410, Florence, WI 54121.
  - Email to [dtrudell@co.florence.wi.us](mailto:dtrudell@co.florence.wi.us)
  - Drop off materials to the Florence County Clerk's Office, 501 Lake Avenue, Courthouse First Floor, Monday through Friday between 8:30a.m.-4:00p.m.
- Application materials are due by Monday, July 19, 2021 at 3:00p.m.