

JOB TITLE: Mentor
**REPORTS TO: Mentorship Service
Coordinator**

STATUS: Temporary Part-time

GENERAL SUMMARY

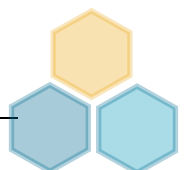
The Public Authority Mentorship program exists to assist Consumers of In-Home Support Services (IHSS) effectively access and manage the services needed to become or maintain their independence.

DUTIES AND RESPONSIBILITIES

1. Train IHSS consumers on how to find and manage Care Providers
2. Serve in a one-on-one basis to provide coaching, follow-up, and support for a Consumer
3. Be able to share his or her experiences or expertise in navigating IHSS
4. Have the confidence and willingness to help another person achieve independent living, while at the same time allowing that person to make his or her own choices
5. Participate in outreach opportunities
6. Be able to maintain Consumer's information confidential.

SKILLS AND QUALIFICATIONS

- Ability to obtain Fingerprint clearance with DOJ.
- Willing to serve consumers in all neighborhoods of San Francisco
- Ability to navigate and travel to/from PA office and within reasonable distances within San Francisco.
- Must be fluent in English with basic ability to read and write.
- Good communication skills: the ability to listen, understand, question, clarify and give constructive feedback.
- Understand and has self-awareness of personal limitations
- Have experience in any of the following arenas: Transitioning from institutional living settings to community living; Living independently in the community; Be a present or past IHSS Consumer; Working as an IHSS Provider
- Available a minimum of two, 4-hour shifts per week
- Available to attend monthly meeting and quarterly training sessions that occurs 3rd Monday of every month
- Has access to active phone and can be contacted
- Open to be trained to use technology
- Bilingual/bicultural skills (oral and written fluency in English and Chinese/Spanish preferred).
- Ability to complete CPR and First Aid training and maintain certification
- Current or former IHSS Consumer (preferred)



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The San Francisco In-Home Supportive Services Public Authority is an Equal Opportunity employer. We actively seek applications from people with disabilities, seniors, women, and people of color.