



Dr. Pedro Albizu Campos Puerto Rican High School
2739-41 W. Division St. • Chicago, IL 60622 • (773) 342-8022 • Fax (773) 342-6609
An Affiliate of the Puerto Rican Cultural Center, Inc.

Job Title: Youth Navigator Mentor

Job Description:

Core services provided go far beyond typical case management. A mentor will be the primary contact for youth starting at outreach and providing coordinated care intervention for youth through a strong community-based network of services. Mentor will service 20 youth during a program year.

About Pedro Albizu Puerto Rican High School (PACHS)

Founded in 1972, PACHS takes a holistic approach linking education to the individual, social, emotional, and academic needs of our students and empowering them to be active participants in creating change at the global, local, and personal level. Courses are designed to meet competency-based initiatives and aligned with Common Core state standards. Instruction integrates community-based themes, which engage students in critical thinking and community inquiry. Classroom instruction is project and problem based with an emphasis on higher order thinking skills of inquiry and analysis in Humboldt Park. Our mission is to provide a quality educational experience needed to empower students to engage in critical thinking and social transformation, from the classroom to the Puerto Rican community, based on the philosophical foundation of self-determination, a methodology of self-actualization and an ethics of self-reliance.

Salary: \$40,000 with employer covered health care benefits. This Mentor position is a one year contract from July 1, 2021 to July 1, 2022 with the possibility of non-renewal.

Qualifications:

- Bachelor degree preferred – equivalent experience is acceptable.
- Minimum of 3 years experience working with adolescents – at risk youth - out of school youth.
- Knowledge of the teen development and childhood based trauma is preferred.
- Must have adequate transportation for work related travel.

Responsibilities:

A mentor's primary professional responsibility is the educational experience of PACHS Students. Professional duties, included but not limited to:

- Develop and maintain a strong professional and supportive relationship with each youth in the program, as an advocate and liaison between the youth, family, and the school community.
- Work closely with the school principal, administration, and faculty to provide a team approach for student emotional and academic support.
- Recruit, identify, and Enroll youth into Navigator's program. Collect all necessary documentation for files.
- Implement restorative justice, trauma informed, and other related group curriculum with student groups.
- Document at least 5 hours of services provided to participants monthly.
- Conduct pre and post surveys with students.

- Monitor, record and report student interactions/interventions.
- Provide regular student updates to school staff and ASN program staff.
- Maintain student and program confidentiality standards.
- Perform home visits homes if students fail to attend school and this absence is not excused.
- Oversee student daily and long-term compliance with the student educational/graduation plan that the mentor, other school staff and student have developed.
- Attend monthly meetings at ASN home office.

Additional Responsibilities and Duties:

- ***School-wide Responsibilities:***
 - Embrace and promote the PACHS vision and mission
 - Develop students that embody for the following traits of trustworthiness, respect, responsibility, fairness, caring and citizen
 - Builds team dynamics and community in the program that develops Social Emotional Learning skills in our students
 - Foster mentorship with students in cohort. Mentees should see increased academic achievement, greater self-efficacy, improved social skills, and decreased behavior problems
 - Mentors should model appropriate behavior, focus on a positive growth mindset, seek opportunities to build team dynamics and encourage other members of faculty.
 - Attend and participate in faculty meetings, parent conferences, open house and other school functions
 - Perform other duties as the needs of the school and needs of the students may demand
- ***Support Services/Case Management***
 - Prepare the students with the work preparedness skills of punctuality, consistent attendance, working well with others/teamwork, task completion, communication skills with others including the student's immediate work experience supervisor and other work preparedness skills.
 - Create career plans/individualized service strategy for participating students.

To Apply:

- Please send a cover letter, resume to melissal@pachs-chicago.org