



YOUTH OUTREACH MENTOR

Reports to: Director, Student and Community Services

Division: Student and Community Services

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with at-risk youth. You are dependable, punctual, and caring, with the ability to communicate in a culturally sensitive manner. You are committed to providing the best service available to the Santa Barbara Education Office, teachers, parents, and students.

General description

Provide case management support to at-risk students, conduct assessments, and make referrals to community organizations. Employees in this position use research-based culturally relevant practices to support students who display dysregulated behavior, foster relationships with behavioral health community resources, and may serve on a student's individualized care team with licensed professionals. Under the direction of certificated staff, provide pupil support services to address social and emotional needs to prepare students to be college, career and future ready.

Specific Duties and Responsibilities

- Serve as a liaison between schools and outside agencies in matters relating to at-risk students involved in high-risk behaviors
- Provide skills development workshops to students, both one-on-one and in small groups
- Provide support services related to mental health, behavioral, and educational issues
- Support school staff, students and families through classroom visits to assist students, monitor and assess student needs, behavior, and progress; provide feedback and strategies as appropriate
- Provide ongoing case management services and provide behavioral health linkage support to community resources
- Assess needs and recommend appropriate referrals to community resources or human services agencies
- Employ strategies to reconnect students to school, community and career activities
- Document and track progress of intervention efforts
- As part of a care team, provide case management support to students
- Plan, organize, and lead field trips and excursions to local community colleges, universities, and career exploration events, as well as other culturally significant or relevant venues
- Plan, organize, and co-facilitate presentations with other members of the care team on awareness and prevention of gang, drug, conflict, and other high risk behaviors
- Conduct home visits to provide ongoing support and bridge families to school for meaningful relationships and engagement
- Perform other related duties as assigned

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Requirements

High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational or social services or instructional support that included community resource and referral to at-risk (at-risk) students or families is required. Experience working with students involved in the juvenile justice system is desirable.

Ability to speak, read, and write Spanish fluently is preferred.

Knowledge of:

- Intervention strategies and restorative approaches with at-risk students.
- Education law applicable to school attendance and truancy.
- Community resources available for at-risk students and their families.
- Telephone and email etiquette.
- Correct English grammar, spelling, punctuation, and professional vocabulary.
- Modern office practices, procedures, and equipment.
- Standard office productivity software applications.
- Record-keeping practices.
- Time management practices.

Skill in:

- Presenting information in individual and group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:

- Maintain records and prepare reports
- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.



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- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Learn to use student information systems and databases.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

Licenses and certificates

- Valid California Class C Driver’s License, use of a dependable automobile, and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Series

Instructional

Salary range 66

Approved by the Personnel Commission: June 22, 2023