

## **P2E LIVED EXPERIENCE MENTOR**

\$17.11 - \$22.00 Hourly

Pay Grade: NS4

Job Type: Part-time Temporary/ Limited Term

Job Number: LEM20208

Hourly appointment is based on the applicant's experience, qualifications and wage history within the range listed above.

This is a Temporary Part-time, Limited Term employment position effective from hire date through the end of fiscal year June 30, 2021. Temporary part-time employee shall not be eligible to participate in the organization's fringe benefit programs; including holiday paid leave, vacation paid leave, medical benefits, PERS retirement benefits (except as required by law).

### **Job Description**

Under general supervision of the Prison to Employment (P2E) Employment Specialist I, and the Program Supervisor for the program, the P2E Lived Experience Mentor will be responsible for taking a supportive role in coordinating activities related to meeting and/ or exceeding performance measures for P2E, and related employment and training programs. The P2E Lived Experience Mentor will provide clerical support in recruitment of employers and connect participants to life stabilizing resources; build rapport with program participants from the perspective of someone with personal knowledge of their journey and maintain accurate case note records and/ or prepare reports. As well as initiates and maintains ongoing relationships with a variety of business and industry representatives.

### **Duties and Responsibilities**

- Provide support and help develop and organize strategies for implementation of various Employment activities, such as job clubs, workshops, CalJOBS, public/private sector orientations, and business presentations, as well as developing methods of networking with Employers, Local Chamber, Elected Officials and has clear knowledge of Workforce Innovation opportunity Act (WIOA).
- Outreach and recruit P2E participants and identify participant's needs.
- Refer participants to the Community Health Worker from the Office of Diversion and Reentry as necessary.
- Assist participants in job search techniques, preparation of resumes, master job applications, and cover letters. Counsel participants on interview and telephone techniques through workplace expectation workshops.
- Perform career assessments to identify the best Career Pathway for job seekers.
- Develop flyers, brochures and other materials to advertise job placement activities and WIOA information
- Assist in planning meeting agendas; assist in group meeting set-up and/ or meeting follow up providing valuable knowledge of lived experience, by having been involved in the criminal justice system.
- Attend meetings and maintain contact with various employers, professional/community organizations, leaders and/ or hiring representatives that are involved in job placement/training activities.
- Ensure close affiliation in the community being served with agencies and organizations dedicated to reentry employment readiness and resources to benefit the community.
- Conduct research to understand business, industry, employment trends and skills needed by program job seekers.
- Explain the benefits and assistance the P2E program can provide to employers, including addressing employer's special needs; referring participants organizing recruitment and other resources for job leads.
- Prepares written and oral reports as well as related documents as needed.

## **Required Knowledge and Abilities**

- Thorough knowledge of Employment and Training programs. Knowledge of Hub Cities Consortium Vision, policies and procedure is a plus.
- Ability to communicate effectively in writing as well as verbally.
- Ability to develop and maintain positive working relations with program staff and Hub Cities Management, businesses, employers, other agencies with existing relationships, and trust within communities of focus.
- Familiarity working with or navigating within the health and social services system, preferably as a result of lived experience.
- Ability to build and maintain trusting relationships with community stakeholders and health and social service providers.
- Ability to work independently in a constantly changing environment.
- Ability to complete assigned program goals in a timely and efficient manner.
- Ability to work independently as well as part of a team.
- Ability to demonstrate understanding and awareness of the employment related concerns of unemployed youth and adult job seekers.
- Must be computer literate in all Microsoft programs such as MS Word and Excel, and the Internet. Ability to operate IBM compatible computers.

## **Education and Experience**

Education equivalent to a High School Diploma or general education degree (GED). Minimum of 1-2 years prior clerical and/ or administrative support experience preferred; working in a position involving public relations, client contacts and/ or general office responsibilities. Member of the community, close affiliation, or shared life experience with the community being served. Potential or demonstrated community leadership. Experience working with medically and socially complex individuals. Bilingual is a must (Spanish). Must possess reliable transportation that is available for use during the course of business. Must possess a valid California Driver License and be able to provide proof of current automobile insurance.

## **Application Procedure**

Applications may be obtained at and should be submitted to:

HUB CITIES CONSORTIUM dba Southeast Los Angeles AJCC  
2677 Zoe Ave, 2ND Floor  
Huntington Park, CA 90255  
Attention: Jose Martinez, Executive Director

It is intended that current Hub Cities Consortium staff will fill some of these positions. However, applications will be accepted until the position is filled. All applications will be reviewed. Only those candidates whose applications demonstrate the best combination of qualifications and experience will be invited to the interview process.

Hub Cities Consortium is an Equal Opportunity Employer and operates under a drug free workplace policy approved by the Hub Cities Board of Directors.