

Job Description

Title: Mentor

Mission: To enhance, assist and fortify the relationship between Colleagues. To provide opportunities with in EHS that create mutual success.

A) Newly Hired Service Coordinators - To support, assist and provide guidance to newly hired Service Coordinators.

B) Experienced Service Coordinator - To maintain an environment of support and guidance to Service Coordinators in current positions that may require additional coaching.

Position Requirements A Bachelor's Degree in Social Work, Gerontology or a related field and/ 2- years experience as an EHS Service Coordinator.

Skills/Knowledge/Ability Effective communication skills. Ability to facilitate mutual learning and community building. Proven mastery of EHS SC documentation requirements. Demonstrated appreciation of SC/PM relationship with, emphasis on the concept of facilitating teamwork. Establishes creative and effective Service Coordination programming.

Authority Reports to Director of Quality Assurance

EHS Service Coordinator Mentoring Program

The SC Mentoring Program is designed to provide guidance and support to newly hired SCs and SCs in current positions that may require coaching in key areas of development. The Mentoring Program will seek to identify qualities and abilities of SCs and help to develop these qualities and abilities. In addition the program will identify potential hurdles and/or difficulties and offer strategies to overcome or circumvent these situations.

The mentor, mentee relationship is based upon mutual respect and trust. The objective is a concerted focus upon career satisfaction and improvement. The mentoring process will consist of telephone, e mail and in person contact. Written goals and objectives are to be met within a given time frame. Participation in the program will begin the first week of employment, and is mandatory for all newly hired SCs, and SCs currently in place that are identified for participation in the program.

Role of The Mentor

The mentor is an appointed peer whose goal is to support and encourage their colleague's professional growth and development. The mentor has a vested interest in helping newly hired or current SC succeed. The mentor will provide information, assistance and encouragement. The mentor is not a critic, nor is the mentor a supervisor. The mentor does not have supervisory authority and cannot provide direct supervision. Mentors will communicate directly with the Director of Quality Assurance.

Role of The Mentee

The mentee is a newly hired SC or an identified SC in a current position that may benefit from support, assistance, structure and guidance from an experienced SC. The mentee will be responsible for communicating his or her needs to the mentor, as well as completing tasks designed to enhance growth and development. The mentee will be responsible for contacting the mentor, at a mutually agreed upon designated time.