



## **MenTurn Manager Job Description**

Operation Save Our Sons' programmatic approach for "*at risk*" youth is designed to equip teenage males with the life skills needed to be successful and productive. We understand that there are systemic challenges, such as racial inequality, police brutality and economic disparities that influences how *at-risk* males navigates this country's landscape.

The MenTurn program is designed for high school students, 10<sup>th</sup> – 12<sup>th</sup> graders, which is the 3<sup>rd</sup> phase of our approach. Its focus is career exploration, job and internship placement, character building and business partnership. In this program, we push the youth out of the nest into a world that is still controlled but they will have the opportunity to use the skills and knowledge that they learn over the year. Through strategic partnerships and the strengths of the individual child, we will pair the youth to an organization that will prepare them for the real world. The goal is to offer continuous mentorship guidance and ongoing training.

### **Essential Functions**

#### Day To Day Operations

- Willing to be the advocate for the program by actively engaging community stakeholders by promoting our vision and mission.
- Work cohesively with OSOS team to design, implement and manage activity schedule for MenTurn participants and their family members.
- Work with OSOS team to ensure program areas are maintained meticulously and meet health and safety standards.
- Work seamlessly with all partners/stakeholders manage critical organizational functions for the participants and their family members.
- Create and maintain records regarding all the clients, functions, and events of MenTurn.
- Work with OSOS team to develop partnerships with other organizations to maintain a wide range of employment possibilities for the youth.
- Create a culture of transparency and communication with partners, clients, and parent.
- In conjunction with the team, recruits and develop positive relationships with youth and the schools they attend.
- Ensure ALL reporting is completed timely and accurately for input in SAMIS system.
- Attend administrative and community meetings to ensure the on-going support success of MenTurn.
- Work with St. Paul's Family Services Director to develop a proactive plan of care to address the family's identified issues (short and long-term outcomes). Create opportunities to enhance a family's overall wellness. (wrap-around services)
- Ensure the parenting component of the program is consistently executed for the needs and benefits are documented with a plan of care.
- Empower youth to make ongoing independent decision making.



- Demonstrated computer proficiency is required to navigate through internal/external computer systems, and MS Word, date entry, Outlook and Excel
- Other duties as assigned.

#### Staff Management

- MenTurn Manager reports to the Contract Manager.
- Utilizes case management processes in compliance with regulatory and company policies and procedures.
- Utilizes motivational interviewing skills to ensure maximum member engagement and discern their mental health status based on key questions and conversation. Partnership with a certified Therapist/Counselor is paramount and required.
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Knowledge of community resources with high-risk populations by using crisis intervention skills.

#### Contract Management

- Demonstrate fluency in partnering with Kids Hope Alliance and City of Jacksonville.
- Complete all contract reports and record-keeping, as directed by Kids Hope Alliance and other authoritative entities.

#### **Education/Minimum Qualifications**

- Associated Degree in Social Services or related field preferred, from an accredited college or university.
- Must pass Level two fingerprinting, provide a negative COVID test, and provide proof of certifications.
- Demonstrated competence in both direct service provision and program administration  
**REQUIRED.**
- Demonstrated success in serving and working with “at-risk” students.
- Available to work the schedule as notated in the proposed grant at 25 hours a week, Monday through Friday (possible some weekends) – Work hours/schedule will be established.
- Must be willing to travel 50-75% in Duval County and surrounding counties, use of personal vehicle is required.
- Qualified candidates must have valid FL driver's license, proof of vehicle insurance, and reliable transportation