

Quiana Pettiford  
Director of Human Resources  
Department of Human Resources



Telephone (610) 447-7834  
Facsimile (610) 447-7802  
qpettiford@chestercity.com

**Position Title:** Community Violence Prevention Mentoring Case Manager  
**No. of Positions:** Two (2)  
**Organization Unit:** Public Affairs  
**Reports To:** Mayor  
**Status:** Part-time  
**Hours:** 18.5 hours/week  
**Posting Period:** October 5, 2021 – October 19, 2021  
**Pay Rate:** \$20.52/hour  
**Benefits:** None

The Amachi program, is an evidenced-based mentoring model that aims to assist young people impacted by their parent's incarceration or gun violence. Mentoring is a strategy proven to reduce risky behavior and promote achievement among disadvantaged youth. The Amachi mentoring model has been replicated in 101 cities in 38 states. The City of Chester will become the newest city to replicate the Amachi mentoring model.

Through Amachi, young people are matched with caring adult mentors, who in turn are supported by practical tools and knowledge offered by important partners in this initiative including: businesses, fraternities, sororities, faith-based organizations and experienced social service organizations that help to recruit, screen match, train, track and support mentors. Initiative partners are supported by a skilled staffing team that includes a mentoring program director, mentoring program manager and mentoring case managers.

Under supervision of the mentoring program manager, the mentoring case manager will promote the program mission, achieve long and short-term goals and objectives, expand resources and maintain quality and effectiveness in all activities and services. The case manager will coordinate community partner recruitment to engage volunteer mentors, facilitate training and ongoing support of mentors.

### **Essential Functions and Responsibilities**

- Maintain maximum caseload of 50 youth and adult matches
- Ascertain that child safety, match relationship development, positive youth development and volunteer satisfaction are fulfilled through periodic scheduled in-person visits, telephone, and/or e-mail with matches and families. Identify and address potential problems as early as possible. Notify manager regarding issues that may negatively impact a match.
- Monitor matches and maintain up to date documentation of all information required to effectively track the agency's metrics. Complete timely and comprehensive written summaries of all contacts.
- Assess individual training needs, information and support needs for each match to guarantee a positive youth development experience for the child, and a successful and satisfying experience for the volunteer.
- Make reference calls for potential mentors.

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- Develop and coordinate match activities that provide volunteers and mentees a variety of opportunities for group interaction and agency affiliation.
- Assess individual training needs, information and support needs for each match to guarantee a positive youth development experience for the child, and a successful and satisfying experience for the volunteer.
- Maintain positive working relationships with school guidance counselors, social workers, and staff. Communicate with school staff about Mazie student needs and accomplishments.
- Assist Program Manager with mentee recruitment and interviewing.
- Assist Program Manager with event planning, including participating in the mentor trainings.

**Required Education and Experience:**

High School Diploma or GED required. Bachelor's degree preferred

At least one to two years of experience working with at-risk youth and families in mentoring program or youth development program

An equivalent combination of education and experience may be considered

**Required Skills and Abilities:**

- Demonstrated commitment to serving Chester
- Demonstrated ability in relationship building and working with individuals in an outreach setting.
- Experience with criminal justice system and/or gun violence preferred
- Valid Pennsylvania driver's license and evidence of insurance.
- Must have or able to attain PA Act 33-34 clearances

**Employment Status** – Part Time for the duration of the grant period

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 FOR AN APPLICATION**