JOB POSTING
PROFESSIONAL MENTOR (FRIEND)

ABOUT FLORIDA FOSTER CARE REVIEW
Florida Foster Care Review (FFCR) empowers youth and young adults impacted by or at risk of foster care through innovative programs that bridge critical gaps, build lifelong relationships, and connect youth and families to community resources.

ABOUT FRIENDS OF THE CHILDREN
FFCR is launching Friends of the Children's nationally recognized, evidence-based program in Miami-Dade County. The Friends of the Children model identifies children between 4-6 years old who are facing the greatest challenges, and pairs each child with a full-time, salaried professional mentor - called a **Friend - for 12+ years, no matter what**. Unlike traditional volunteer mentoring, Friends are highly trained professionals who build consistent, caring relationships with children and their families over many years. The model combines intensive one-on-one mentoring with caregiver engagement, educational support, enrichment opportunities, individualized goal setting, and connections to community resources.

A core set of values are foundational to the program's approach:

- **Put Children First:** To help our youth discover their limitless potential, we foster their internal resiliency. We listen to our youth and base decisions on each youth's needs and dreams. We prioritize self-care so that we bring our best selves to our work and focus on our youth.

- **Build Relationships on Love:** We nurture long-term relationships from a foundation of love and acceptance. Our practice is rooted in the wisdom of communities, tailoring support to honor each youth's unique identity and shared heritage. We don't give up easily and take a no matter what approach to our work. We intentionally develop collaborative relationships over time with trust, empathy and healthy communication. We build community through one-on-one connections that are authentic, respectful, and meaningful.

- **Commit to Empowerment:** We leverage personal strengths to take ownership of our futures. We build relationships within the communities of our youth and families to strengthen social networks and provide bridges to new opportunities. We consistently inspire possibility through empathy, hard work, and fun. We model all of this for our youth, families and each other.

- **Pursue Goals Relentlessly:** We celebrate all achievements, big and small. We are disciplined in our commitment to goals, while innovative in how we reach them. We believe that the definition of success requires intentional reflection and adjustment over time. We work together and hold ourselves accountable with data to achieve short and long-term outcomes.

- **Unlock All Potential:** We believe everyone deserves the chance to reach their full potential, because where you start shouldn't decide how far you go. We advocate to ensure every child, regardless of historical and present challenges, has the resources, support, and voice needed to thrive. We amplify and listen to the hopes and dreams of the children, families, and communities we serve. We harness different perspectives to overcome barriers and drive measurable change for every child. Together, we work to challenge and remove obstacles so potential isn't limited by any circumstance.

ABOUT THE POSITION

Friends work alongside youth, caregivers, families, schools, and community partners to help children develop the relationships, skills, confidence, and opportunities they need to thrive. Friends primarily engage one-to-one with each of the 8 youth on their roster for 4 hours per week to build a caring, trusting and sustained relationship. Friends partner with youth and caregivers to develop an individualized Road Map for each youth and intentionally develop and participate in activities and opportunities that build 9 core assets that support school success, social-emotional development, health and well-being, and a sense of community and belonging. Friends work with youth in their schools, at home, and in the community. Through the program's 2Gen approach, Friends also provide support and resources to the youth's caregivers and siblings. Friends receive extensive supervision, guidance and peer-to-peer support. Friends document their activities and each youth's progress in a customized database.

WHAT YOU'LL DO

- Develop and sustain a long-term, caring, protective, and loving relationship with each child
- Spend a minimum of 4 hours per week (16 hours per month) with each assigned child, providing one-on-one mentoring in school, home, and community settings
- Partner with parents/caregivers to provide concrete and social emotional support and resources for the family
- Develop positive relationships with families, teachers, and others involved in each child's life
- Set realistic expectations and goals based on each child's strengths, talents, abilities, and needs
- Teach life skills and help develop a talent/skill/area of interest with each child
- Provide youth with meaningful exposure to community resources, experiences, and opportunities that build/deepen community connections and a sense of belonging
- Provide enrichment resources and activities that provide opportunities for identity development
- Reinforce basic academic and literacy skills and support educational success
- Engage in regular and ongoing 1:1 meetings and coaching sessions with supervisor
- Attend and actively participate in regular program team and organizational meetings and events
- Collect and enter program and assessment data related to assigned youth and mentoring activities in the STATS database and utilize other tracking tools
- Maintain spending within budgetary guidelines
- Complete, distribute, and collect time summaries, activity journals, short-term plans, expense reports, reimbursement requests and evaluations materials accurately and in a timely manner
- Maintain a flexible 40-hour work schedule that includes afternoons, evenings, and weekends (typical work days are Tuesday through Saturday with Sundays and Mondays off)
- Transport children in personal vehicle as required for mentoring activities

- Provide program updates and relevant information to the leadership team as requested
- Participate in ongoing and annual professional development trainings and organizational events
- Represent Florida Foster Care Review and the Friends of the Children Program at community meetings and events as requested
- Other duties/projects as assigned

WHO WE'RE LOOKING FOR

The right person for this role is someone who **genuinely enjoys spending time with youth**, believes strongly in their potential, and understands that meaningful relationships require patience, consistency, flexibility, intentionality, and persistence.

Candidates should have the following education, experience, skills, and competencies:

Education & Experience

- Bachelor's degree in education, psychology, social work or related field; AA degree accepted with eight or more years of related experience
- Three or more years of experience serving youth and families in roles with progressively increasing responsibility
- Experience working with youth (preferably ages 4-11 years old) who have ACE scores of 4 or higher and families facing significant challenges
- Experience working with a database and data collection methods for case management, goal setting and progress tracking purposes
- Experience following structured program practices and procedures
- Experience working in dynamic, fast-paced work situations and environments
- Experience working with children and families in a variety of environments (e.g. school, home, community)
- Resides in or has strong ties to the South Dade community, particularly the Homestead and Florida City areas

Skills, Knowledge & Proficiencies

- Strong knowledge of and familiarity with the South Dade community, particularly the Homestead and Florida City areas, including local schools, community resources, organizations, and activities
- Exceptional interpersonal skills
- Exceptional computer skills, including mastery of Microsoft Office applications and databases
- Exceptional oral and written communication skills with strong emotional intelligence and active listening skills
- Ability to cultivate and sustain relationships and work effectively with a wide variety of constituencies, including staff, program youth, caregivers, schools, and community partners
- Ability to represent, effectively and professionally, the organization to a wide variety of audiences
- Ability to work in diverse work environments
- Knowledge of child development and child issues, particularly those most relevant to our program youth
- Strong ability to identify challenges and unresolved issues and to propose meaningful solutions
- Awareness of community resources, and the ability to cultivate and sustain relationships with these resources
- Strong analytical skills

- Exceptional time management and organizational skills
- Strong ability to manage multiple tasks and deadlines with minimal supervision
- Strong ability to independently define and set priorities and problem-solve
- Able to participate in 1:1 and group meetings via videoconference and in-person

Competencies & Commitments

- Committed to serve in the position for a minimum of 3 years
- Set high personal standards and committed to excellence
- Open-minded and interested in learning new skills and practices
- Responsive to supervision and receiving constructive feedback
- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Project a strength-based, supportive, positive, and hopeful attitude regarding all youth, caregivers, families, colleagues, volunteers and community partners
- Willing to engage in creative, cooperative strategies to overcome system barriers and achieve positive outcomes
- Team player who supports other team members both in word and deed
- Committed to achieving program and organizational goals
- Self-motivated
- Demonstrate cultural competency and humility
- Willing to tackle small and large tasks to accomplish objectives

WORK ENVIRONMENT & SCHEDULE

This is *not* a typical 9-5 job. The nature of the Friend relationship requires flexibility. Friends usually work a 40-hour week, but their schedules are driven in significant part by the needs and schedules of the youth they serve. During the school year, the **typical workweek is Tuesday through Saturday**, with Sunday and Monday off. During school breaks and summer, schedules often shift to Monday through Friday. Work regularly includes afternoons, evenings, and Saturdays.

Friends of the Children program staff are based out of FFCR's office in the Homestead area and spend substantial time in the community, primarily in South Miami-Dade County, including schools, children's homes, parks, community organizations, and other locations. Some work may be completed remotely when appropriate and approved.

OTHER REQUIREMENTS

Friends are required to transport program youth as part of their mentoring activities and must satisfy the requirements of FFCR's personal automobile use and insurance policy, including maintaining a valid Florida driver's license; ongoing driving-record (MVR) checks; have and maintain personal automobile liability insurance coverage of, at a minimum, $100,000 bodily injury liability coverage per person/$300,000 per accident, $100,000 property damage liability, and $10,000 personal injury protection (PIP), and $100,000 each person/$300,000 each accident uninsured motorist (nonstacked); and add/maintain a 'business endorsement' to their existing policy or otherwise have their personal auto insurance carrier classify or rate their vehicle as being driven for work.

Employees are also required to comply with FFCR's pre-hire and ongoing background-screening, drug-testing, and First Aid/CPR requirements for employees who work directly with and transport youth.

CURRENT FULL-TIME BENEFITS

- Competitive Salaries and Potential for Bonus Pay
- Flexible Work Environment with a Combination of Office, Community-Based and Remote Work, Depending on Position and Program Needs
- 100% Employer Covered Medical/Dental/Vision and Life Insurances for Employees
- 50% Employer Contribution to Medical/Dental/Vision Premiums for Qualifying Dependents
- Optional Short Term Disability Insurance and Supplemental Life Insurance (employee paid)
- Generous Paid Time Off (PTO) Accrual and Annual Rollover Policy
- 11 Annual Paid Holidays + Extended Organization-Wide Breaks Over the Thanksgiving Holiday and in the Winter
- 403b Retirement Plan for Pre-Tax Contributions
- Extensive Professional Development Opportunities
- Monthly Staff Meetings, Annual Staff Retreat, Ongoing Team Building and Self-Care Activities

COMPENSATION

- Full-time/Exempt position
- Starting Salary: $64,000 - $68,000
- Annual Auto Insurance Assistance Stipend: $1500/year
- Compensation commensurate with experience

To apply, please email a resume and cover letter to Vanessa Muñoz, Florida Foster Care Review's Chief Programs Officer, at vmunoz@fostercarereview.org. No phone inquiries please.