

Mentor's Manual

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Mentor Job Description

Gilead House

In the beginning is relation
--Martin Buber, *I and Thou*

Overview

Gilead House mentors are volunteers who build relationship with one of our residents, providing support, accountability and guidance as she pursues necessary goals that will enable transitioning toward independent living.

Qualifications

The ideal mentor would be:

- A mature, stable person who can serve as a positive role model and spiritual guide.
- Someone interested in working with women from challenging and diverse backgrounds.
- A person willing to take the time and energy to make a significant investment in another's life.
- An experienced mother (preferred) who can relate to the struggles single mothers are going through. However, males and single adults who desire to serve in this capacity are encouraged to explore this opportunity.

Responsibilities

Mentors would be expected to:

- Work with a resident prior to entry into the program to help her establish career, financial, and other agreed upon goals. These goals are drafted into a signed contract.
- After entry into the program, mentors have weekly contact with the resident, either in person or by phone. All contacts should be recorded in a simple log. (Log Sheets located in *Forms* section of this manual)

Mentor Job Description (cont.)

- Hold resident accountable to previously agreed-upon goals and program rules. Failure to meet financial and other goals or violation of program rules will be subject to the following procedures: a verbal warning, written warning, expulsion from the program.
- Submit a *brief* written report ***each month*** to the Executive Director. This enables the resident's progress to be tracked and areas of concern can be identified.
- Attend a ***quarterly*** mentor's meeting for on-going training and support and to facilitate the development of relationships with other mentors.

Time Requirements

1-3 hours per week is an estimation of the time needed to perform the responsibilities of mentor. This figure may be higher in the initial stages where relationship is forming and new issues are being addressed.

Mentoring Procedures

Well, there's a negative side and a positive side, and you try to keep in the positive side so it keeps you from exploring the fears...

Financial

- As residents are required to pay a \$300 monthly program fee and save 50% of their discretionary income, mentors will assist resident in meeting these requirements. A Financial worksheet is provided to help calculate the saving amount. (See *Forms* section of Manual)
- The program fee is due on the first of each month and is considered late on the 5th of the month. These fees are to be sent to the GH bookkeeper, and a \$25 penalty fee is assessed for all late payments.
- Savings should be converted into a money order made payable to the resident and given to the mentor. Saved funds will be returned to the resident upon graduation from the program.
- Residents may borrow from their savings for emergencies, but both their mentor and the Board of Directors must clear all loans.
- Verbal and written warnings will be given for failure to make fee or savings payments.

Rules

- Upon entry into the program, mentor should help resident in drafting a list of approved visitors to Gilead House. All pre-approved visitors must schedule visits with the House Manager.
- Also, upon entry, each resident is required to adhere to Gilead House curfew. Should a resident need an extension of curfew hours; she should gain approval from her mentor. Extensions may be granted for the following: classes, church activities, recovery meetings, etc. The House Manager will track pre-approved curfew extensions.
- Mentors are *not* responsible for overseeing compliance with house rules. However, the House Manager may choose to alert mentor of problems a resident is experiencing within the home.

Mentoring Procedures (cont'd)

Discipline

- Files are maintained on each resident, and a record of any verbal or written warning should be mailed to the Executive Director for inclusion in the resident's file.

Reports

- Contact logs and mentor reports (located in *Forms* section Manual) should be given to the Executive Director at the end of each month.

Boundaries

- Mentors should understand and maintain clear boundaries between themselves and the resident. Therefore, financial loans or gifts to residents, by mentors, are not allowed. Small gifts may be given on birthdays or Christmas *only*.
- Mentors are *not* expected to provide taxi service, babysitting, or psychological counseling to residents.