



Job Description

Position: Relentless 2.0 Peer Mentor Coach

Full time position: Salary based on experience & skillset

This position reports directly to Relentless 2.0 Team Lead

Works closely with other PREIS Team Members

HR responsibilities lie within the office of the Operations Director. Attendance and scheduling matters should be discussed directly with the Operations Director. As a courtesy, include Donna Golob, Executive Director on any schedule changes, vacation schedules or PTO notification documents or emails.

Responsibilities:

Job will include a variety of responsibilities including, but not limited to:

Assist Team Lead with scheduling of the Relentless 2.0 Peer Mentoring Program

Train on Relentless 2.0 Peer 2 Peer (P2P) Mentoring Curricula

Understand the evaluation process of Relentless 2.0 P2P Programming

Complete HIPAA Training

Relentless Program Facilitation Responsibilities:

Monthly Mentor Meetings – training / preparing Mentors for programming

Weekly Program Facilitation during Mentor Sessions

Attend regular / weekly team meetings

Attend regular / monthly PATH team meetings

Participate in ongoing Professional Development

Record Keeping

Reporting

Research

Other tasks assigned by Team Lead, Operations Director or Executive Director

Office Hours:

8 – 4:30 M-F

Mileage reimbursement is offered for this position at \$.45/mile. Mileage must be tracked and reported on the Reimbursement Form and submitted to the Finance Director on a monthly basis.

This form is due no later than the 28th of each month.