



H.I.R.E.

Hub for Integration, Reentry & Employment

H.I.R.E. T.I.M.E. Mentor

Job Title: T.I.M.E. Mentor
Supervisor: Director of Programs
FLSA Status: Non-Exempt
Employment Status: Part-Time, Flexible (about 3-5 hours/week)
Location: Hybrid (80% in Person, 20% Remote)
Pay: \$20/hour, no benefits offered

Organization

The Hub for Integration, Reentry & Employment (H.I.R.E.), a 501(c)(3) nonprofit organization, works to unify Orange County stakeholders and close gaps in social, political, and economic opportunities for justice-involved youth and adults. Founded in 2020, H.I.R.E. uses research informed and data driven strategies grounded in equity and justice to help people who are justice involved successfully reintegrate into the community.

Position Description

The Transforming Integration into Meaningful Experiences (T.I.M.E.) lived experience Mentor plays a crucial role in guiding and supporting justice involved individuals detained within the juvenile justice system, detention centers, or other institutional settings, as they prepare to reintegrate back into their communities. The T.I.M.E. Mentor provides emotional support, practical advice, reentry planning and access to resources to help mentees overcome barriers and successfully navigate the challenges of incarceration and/or reentry. The goal is to assist mentees in making positive life choices, developing new skills, and achieving long-term success in education, employment, and personal growth.

Duties and Responsibilities

Programming

- Establish a positive, supportive, and nonjudgmental relationship with assigned mentee(s) in and/or out of custody to foster trust and open communication.
- Establish and maintain clear professional boundaries to create a healthy mentoring relationship.
- Act as a consistent and reliable source of support throughout the mentee's reintegration process.
- Provide support and encouragement during difficult moments, helping mentee(s) navigate stress, anxiety, or challenges they face in the transition process.
- Collaborate with mentee(s) to identify their personal, educational, and career goals.
- Help mentee(s) create a realistic action plan to achieve these goals, breaking down objectives into smaller, manageable steps.
- Regularly meet with mentee(s) to assess progress toward achieving their goals, celebrate milestones, and address any setbacks; adjust goals as necessary.

- Guide mentee(s) in developing good decision-making skills, coping mechanisms, breaking negative patterns, and healthy relationships including with family, peers and/or other community members; provide constructive feedback.
- Connect mentee(s) with resources such as housing, education, job training, healthcare, legal, and mental health services.
- Assist mentee(s) in overcoming obstacles they may face during reentry, such as stigma, legal challenges, or limited access to opportunities.
- Adhere to confidentiality standards and ensure that sensitive information about the mentee's background and challenges remains private.
- Attend court hearings and/or provide support letters as appropriate.
- Participate in group meetings, speaking engagements or support groups as appropriate.

Performance Standards & Accountability

- Provide immediate updates on mentee meetings including updates on goals, needs, court dates, etc.
- Work closely with appropriate staff to meet program performance standards and ensure program quality and consistency.

Overall Department Responsibilities

- Participate in training and other professional development opportunities to stay abreast of best practices, trends, research, and other information that would support quality and effective programs implementation.
- Attend all relevant department or organization meetings/events.
- Participate in organizational fundraising activities and special events like resource fairs or other community building activities.
- Maintain, update and organize any organization related database or electronic filing systems.
- Assist with any other mission or organization-related tasks or duties as assigned.

Position Requirements

Requirements:

- Lived incarceration experience and an interest in working with justice-involved populations.
- Must be off supervision with no pending cases; and past convictions are not child related or sexual in nature.
- Currently demonstrating life stability through employment, volunteer work, and/or education.
- Commit to a minimum of 2 years.
- Be able to meet with mentee a minimum of twice a month.

Core Competencies:

- Attention to cultural competence in all engagement activities.
- Willingness to work a varied schedule depending on the needs of the organization or location of assigned mentee.

- Effective record keeping skills.
- Ability to work independently and unsupervised and maintain confidentiality.

Desired Characteristics:

- Strong communication and interpersonal and human relations skills to build rapport with mentees and collaborate with other professionals.
- Excellent problem-solving and critical thinking abilities to assess mentee needs and develop effective care plans.
- Knowledge of community resources and service delivery systems.
- Documentation and reporting skills to maintain accurate client records.
- Committed to the development and growth of a new organization including duties that may be outside of the job description.

Confidential Information: Employees holding this position will have access to confidential information and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company's Employee Handbook.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Most mentor meetings occur inside of detention facilities (e.x., county jail or juvenile hall). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Culture: At H.I.R.E., we're challenging the status quo through the power of diversity, inclusion, and collaboration. We believe that when different perspectives come together, we can spark innovation, create new possibilities, and unlock the full potential of our team. We're committed to building a work environment where everyone feels appreciated, has a sense of belonging, and experiences growth and purpose.

We also know that meaningful work should be balanced with fun, and we're here to not only get things done but to enjoy the journey while making a real, lasting impact in our community.

We value and welcome individuals with lived experiences from all backgrounds, cultures, and perspectives, with an emphasis on those with lived incarceration experience. If you're passionate about making a difference, we want you to join us! H.I.R.E. is an equal

opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply: Please email your resume and cover letter on why you would be a great fit for this position to recruitment@hireoc.org.