

C. Mentoring

A Mentor is a trusted counselor or guide. A mentor will work to foster a relationship with the mentee, provide frank, constructive feedback while establishing goals and objectives both short and long term. The proposer will provide mentoring services to Second Chance participants within Berrien, Cass, and Van Buren counties. Mentoring services will vary based on individual needs.

Responsibilities of the proposer include:

- Establish with the mentee specific goals and objectives for the relationship
- Allow the mentee to take responsibility for their growth and development
- Commits to fostering the relationship for a specific period of time.
- Commits to meeting the mentee on a regular basis.
- Provides frank, honest, and constructive feedback.
- Provides encouragement and assists the mentee in identifying personal development activities and skills.
- Recognizes and works through conflicts in caring ways, invites discussion on differences with the mentee and arranges for a third party to assist if necessary.
- Meet weekly with Second Chance staff to review individual participant progress to assist in determining employment readiness.
- Notify the Second Chance Project Manager of a participant not attending session within 24 hours of the scheduled session.
- Document all mentoring services in case files. Case files must contain the referral form, participation dates, case notes, progress reports, and certificate of completion.
- Award certificates of completion to participants successfully completing anger management sessions and provide copies to the Second Chance Project Manager.
- Collaborate with the Second Chance Project Manager on any challenges that may arise.

- Submit monthly invoices to the Second Chance Project Manager that includes:
 - Participant name
 - Service date
 - Cost per person
 - Total cost

- Track and report the following outcomes weekly for each participant:
 - Participant names, service dates, cost per person, and total cost.
 - Start dates
 - End dates
 - Number of sessions completed
 - Estimated number of sessions remaining
 - Attendance
 - Special notations

- Provide a monthly outcome report that includes but is not limited to:
 - o Total number of participants referred
 - o Number of participants earning certificates of completion
 - o Number of participants not completing
 - o Reasons for participants not engaged in services