

# MENTOR CODE OF ETHICS

Each mentor agrees to the following code:

- ✓ I will meet with my mentee regularly in accordance with the rules and instructions of the program.
- ✓ I will endeavor to listen and not lecture to my mentee and to help him/her understand that I am an individual on whom he/she can rely.
- ✓ I will try to serve as a positive role model for my mentee, helping him/her to see the need for obedience to laws and respecting the right of others.
- ✓ I will not make any promises to my mentee that I cannot keep.
- ✓ I will keep my mentee's confidence to the extent possible without violating the law or ethical principles. I will inform my mentee as to the limitations on my ability to keep his/her confidence. If necessary to disclose anything relating to my mentee, I will attempt to do so in a manner least harmful and most beneficial to my mentee and the program.
- ✓ I will keep in mind my commitment to always act in the best interest of my mentee and the program. I will help my mentee attain a way of life which will lead to a responsible, productive and successful future. I will avoid any activity that detracts from those goals.
- ✓ I will avoid any impropriety, or appearance of impropriety, in my relationship with my mentee and the program.

## **Mentor Job Description**

### **Definition/Objective**

To act as a positive role model and advocate for youth who are in need of guidance and opportunities for social growth. Mentoring is a trusting one-to-one relationship that focuses on developing youth strengths, interests and needs. The primary purpose in mentoring is role modeling and building supports and partnerships with youth and families in their communities.

### **Eligibility Criteria**

Must be at least 18 years old. Must have completed the training course required by the Mentor Agency and the affiliated program. Must have at least one year of experience in working with youth.

### **Working Hours**

As determined by the needs of the client, family and/or program, and the availability of the Provider.

### **Desired Traits/Requirements**

- Must be able to work as a member of a Child & Family Team.
- Must be dependable and responsible.
- Must be flexible.
- Must enjoy working with children/adolescents.
- Must be nurturing and patient.
- Must be supportive and objective.
- Must use good judgment.
- Must possess good written, verbal, listening and communication skills.
- Must be able to problem solve independently.
- Must be open to a variety of cultural experiences.
- Must be outgoing and active.
- Must be able to provide structure.
- Must be able to set limits and provide appropriate consequences for undesirable behavior.
- Must be able to provide praise and reinforcement for desired behavior.
- Must be receptive to direction and feedback from the Child & Family Team.
- Must have knowledge of program philosophy and believe in the strength-based approach.
- Must be able to provide emotional support in order to help the child sort out feelings and channel them productively.
- Must be able to provide objective and unconditional care and acceptance.
- Must have a valid Wisconsin Driver's License and auto insurance, if transporting youth and/or family members. If no Driver's License, individual must sign a waiver.
- Must have completed the application process that includes a criminal background and driving history check.

### **Role Description**

As a member of a Child & Family Team, a mentor would function as both a positive role model and advocate for a child or adolescent in his/her family system and community. Children would be matched with a mentor based on their needs and interests. A mentor could be involved in a variety of activities with the child and/or family with the focus including, but not limited to, recreation, special school projects, social skills and peer relationship building, personal care/hygiene/exercise, etc. Direction, consultation and support will be provided by the Mentor Agency Director/Supervisor, the Care Coordinator and Child & Family Team. The time commitment will vary depending upon the needs of the child/family. A mentor is a valuable link in assisting children and families in developing needed skills and relationships as they grow.

### **Responsibilities**

1. Have knowledge of the mentor agency and affiliated program philosophy regarding provision of services/care.
2. Have knowledge of the Mentor Policy & Procedure and have signed off on the Mentor Agreement Form, and have completed all necessary paperwork.
3. Work as a member of the Child & Family Team in assisting children and families in skill development. Role models and teaches skills referred to in the Role Description and any other skills that may be identified in the Care Plan.
4. Participate in Child & Family Team/Care Plan meetings led by the Care Coordinator, in collaboration with the family and their support systems. Assist in the development of the Care Plan and identifying the child's and family's strengths and needs.
5. Communicate routinely with the Care Coordinator (verbally and in writing) to assure comprehensive care.
6. All mentor documentation/progress notes must be thoroughly completed and forwarded to the Agency Director/Coordinator in a timely fashion.
7. Be accessible, if needed, to the child, family, and/or Care Coordinator according to the standards set by the Child & Family Team.