



Mentor Expectations and Responsibilities Form

Thank you for your interest in becoming a mentor for an especially important program that is helping people begin a new and better life. Your commitment will allow us to reach our mission:

To provide mentorship and resources for adults who are involved in the Hancock County criminal justice system, helping them to live crime-free, drug-free, productive lives.

Welcome to a New Life believes that everyone deserves a second chance. Your decision to use your life experiences is appreciated as well as commended. Your actions are critical to the success of the program and essential in helping others who are looking to make a positive change in their life.

*Mentors recovering from addiction are required to have at least 2 years uninterrupted sobriety. We would also like a list of programs and services you utilized as well as your recovery story. ***Disclaimer: if there is a relapse during the time you are a mentor with Welcome to a New Life, you will be immediately dismissed from the program.***

You will also be expected to complete a training to effectively meet your mentee's special needs. Required Mentor Training:

- Orientation: Mentoring 101
- Training Session 1: "Understanding"
- Training Session 2: "Digging Deeper"
- Training Session 3: "What Happens When They Get Out"
- Training Session 4: "Mental Health First Aid"
- Additional training as needed

Here are some general guidelines:

1. Greet each person in a cordial and friendly manner. A strong handshake and smile go a long way.
2. Secure names quickly.
3. Mentors will be expected to meet their mentees at the jail at the exact time of their release from jail if applicable.
4. Some mentors will meet their mentees in the courtroom. In some circumstances, there may be an opportunity for the mentee to have a reduced sentence by agreeing to be part of the **Welcome to A New Life** program.
5. Please be sure that you have adequate support. Please plan to attend training sessions throughout the year. These trainings will offer tips, resources, and support for your involvement as a volunteer. This will also allow you to meet with other mentors.
6. You ***will be*** required to keep a record or maintain progress reports regarding your mentee for the Judge or Probation Officer.
7. Your time commitment to this program may vary depending on each individual mentee's progress and your desire to continue as a mentor.

You are responsible for completing the following items before or when you meet your mentee:

1. Clear background check through the Sheriff Department at the cost of \$25.
2. Clean drug test with Well at Work at the cost of \$46.

- a. **Welcome to a New Life** will pay for these but you may choose to pay as an in-kind donation towards the program. The background check protects the organization but also lets you, the mentor, know if there is anything in your background that may have been unknown.
- 3. **Confidentiality** – Keep all information with your mentee confidential. Please be aware of your surroundings when meeting at a public location.
- 4. Confirm the mentee’s commitment and signature on their expectations form for joining the **Welcome to a New Life** program.
- 5. Review the mentee questionnaire with the mentee.
- 6. Remind the mentee that **Welcome to a New Life** follows the orders of the court and what the Probation Office is requiring them to follow when it comes to the use of prescription drugs and alcohol consumption of any kind while in the program.
- 7. Learn as much as you can about your mentee. Try to always be supportive.
- 8. Work toward determining their immediate needs:
 - a. Clothes: (Might consider taking mentee to CHOPIN Hall to select clothes and shoes if needed.)
 - b. Housing: Please contact program representatives for housing referrals.
 - c. Education: Develop a plan where necessary for your mentee.
 - d. Employment: Develop a plan which may include taking your mentee to JobsOhio on County Road 140.
 - e. Mental Health Services: Determine with your mentee if they feel these services are necessary.

Items to establish with your mentee:

- 1. Set a calendar of adequate meeting times between your mentoring partner and with your mentee. We suggest that you plan on meeting with your mentee at least once a week. Developing a communication plan with your mentee to keep adequate contact with each other.
- 2. Develop a support plan for your mentee. (This could include things like a 12-step program, AA, meetings with other resources like FRC, A Renewed Mind and FOCUS or other.)
- 3. Develop a healthy socialization plan for your mentee. (Plan activities to help integrate the mentee back into our community and develop healthy relationships moving forward.)
- 4. If needed, help to arrange transportation as necessary for your mentee.
- 5. Be positive and provide sincere praise when warranted and earned by your mentee.
- 6. Develop and help to implement an overall plan for your mentee moving forward. This should include your objectives as well as the timeline and support required to achieve your objectives for the program. Keep a record of this plan and adjust it as required. A judge or probation officer may ask for an updated plan or progress report.
- 7. You may need to have in-depth conversations with your mentee from time to time. The program will reimburse you (within reason) for the expense of meals eaten during this planning and discussion time.

If you have any questions, please contact Carla Benjamin, Executive Director at 419-455-6082 or by email at director@welcometoanewlife.org.

Welcome to a New Life Mentee to Mentor Commitment and Confidentiality Form

Date _____

Printed Name _____

Signature _____

Address _____

Phone # _____

Email _____

Reference 1 Name: _____

Reference 1 Email Address: _____

Reference 2 Name _____

Reference 2 Email Address: _____

Reference 3 Name _____

Reference 3 Email Address _____

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