



Free2Succeed POSITION DESCRIPTION

The goals of the IDOC Free2Succeed mentoring initiative are to:

1. Help prepare incarcerated individuals to successfully transition from incarceration to community.
2. Reduce recidivism by providing additional opportunities for offenders to become productive members of their communities, and nurture societal, familial and personal responsibility.
3. Become stabilizers for families by providing services that build on family strengths and needs.
4. Reinvest in communities by promoting education, community development and activism, and become mentors or become involved in mentoring to some aspect.

Mentor Duties/Responsibilities

- Meet with assigned mentee for the agreed-upon time frame (i.e. weekly for at least one year).
- Act as a resource and guide to the participant
- Work closely with Department staff through a variety of contact methods: phone, e-mail, personal and group conferences, etc.
- Serve as an example/role model
- Accept and relate to individuals who may not share your lifestyle and values
- Respect the mentee's right to self-determination and independence
- Respect the mentee's right to privacy and program confidentiality policy
- Attend required IDOC training
- Be patient and understanding
- Be engaging without condescending
- Be able to nurture a relationship while honoring established and non-established boundaries

Qualifications/Requirements

- Be 25 years of age
- Submit an application
- Successfully complete an interview with IDOC staff
- Complete IDOC mentor training
- Exhibit a genuine concern for the success of offenders
- Good listening skills
- Commitment to program and mentee

I Agree

By checking the "I agree" box of the Mentor Application online, I am certifying that I have read this Mentor Position Description.



Free2Succeed MENTOR AGREEMENT

As a mentor working with IDOC offenders, I agree to comply with the following rules and understand that this may not be an all-inclusive list:

1. A mentor will be respectful to offenders and treat them with dignity.
2. Mentors shall, at all times, maintain a professional and courteous demeanor, and shall not use indecent, abusive or profane language. This includes racial or ethnic slurs or jokes and sexually suggestive comments or jokes.
3. A mentor will maintain proper boundaries with offenders, engage only in purposeful communication that pertains to the mentoring work, and not engage in undue familiarity, inappropriate conversation, improper physical contact, or sexual contact of any kind with an offender at any time.
4. A mentor may not work in the parole office where a family member is supervised by the IDOC.
5. A mentor will notify the IDOC Mentoring Program Manager if s/he is arrested or convicted while mentoring.
6. Mentors will not mentor opposite-gender offenders. Married couples may mentor any offender as long as mentor who is the same gender as the offender is present during all contacts.
7. Mentors will not mentor a family member or anyone with whom they have a close personal relationship. This does not preclude a mentor from being matched with an offender with whom the mentor has formed a professional, pro-social relationship prior to the mentoring match, with the approval of the IDOC Mentoring Program Manager.
8. Mentors shall abide by all IDOC and facility or parole office policies and procedures.
9. Mentors may be matched with multiple offenders at the same time and provide services in a group setting or one-on-one sessions, in any combination.
10. Mentors may correspond with offenders whom they are mentoring by regular postal mail, e-mail, and/or telephone. All such correspondence shall be monitored by staff in accordance with IDOC policies and procedures.
11. A mentor shall not enter into any financial contract or agreement with any offender.
12. With prior approval of the IDOC Mentoring Program Manager and the offender's Probation/Parole Officer, a mentor may provide food, clothing, gas or other small incentives relevant to reintegration, not exceeding a value of fifty dollars (\$50) per month to an offender s/he is mentoring in the community.
13. A mentor shall not allow an offender to reside in their place of residence.
14. The mentor may visit the home of the offender in the community after the offender is released, and the offender may visit the home of the mentor, so long as the home visit is related to the mentoring objective.
15. After an offender is released, a mentor may conduct activities with a mentor in the community in support of pro-social leisure time activities and interactions. This would include such things as a picnic, a meal at a restaurant, a sporting event, a church service or activity, a recreational activity, etc.
16. Victim information is confidential. Mentors shall not attempt to make contact with, or attempt to find information about any victim(s).

I Agree

By checking the "I agree" box of the Mentor Application online, I am certifying that I have read this Mentor Agreement. I understand and agree to abide by the terms and conditions of this agreement.



Free2Succeed CONFIDENTIALITY AGREEMENT

While serving as a mentor you will hear stories of participants and often their family members, sense their struggles, and see them when they are most vulnerable. With this in mind, people's lives, feelings, and struggles must be respected and it is important to respect the individual's privacy. This sensitivity will enhance people's confidence in you as a mentor and confidant.

Program Policies on Confidentiality

Free2Succeed requires absolute confidentiality of all information about the participants. This is not an option, but a requirement.

This confidentiality policy is in place to protect the interests of each participant in the program and includes any information you may have access to because of your involvement in the program.

Consequences

Violation of the confidentiality policy can have a negative impact on the program, the participant, families, the public and IDOC. This is an extremely serious matter.

Free2Succeed must maintain its integrity by protecting sensitive information. By being a volunteer mentor in the program, you subscribe to the same principles.

The one hurt most of all by any violation of this policy would be the participant. He/she would lose all trust for those that are in positions to help them.

Confidentiality Exceptions

In order to build trust, mentors are required to keep conversations with and information about participants in confidence. ***The following are exceptions to this rule:***

Speaking with staff: A mentor may and, in fact, be required to speak to program staff about any information or issues brought up in the mentoring sessions. Staff is there to help problem-solve and assist participants with the dynamics of the relationship. There may be some instances in which mentors are expected to speak to staff about particular actions and/or statements of their participants.

Conversations with fellow mentors during staff-run mentor meetings: During mentor trainings or meetings, mentors are allowed to discuss their respective participants so that mentors can receive feedback and suggestions from fellow mentors and staff. However, mentors must maintain "group confidentiality" – that is, they are not allowed to discuss anything about other participants to anyone outside the program.

Receiving permission from the participant to contact others about a specific problem: The participant may give the mentor permission to talk to others about him/her when a situation arises where the participant is seeking outside assistance.

Mentors must also make a report to staff when the participant:

- Reports child or adult abuse, neglect, or endangerment by him/herself or others
- Discusses drug use or intended drug use
- Indicates a possible violation of the terms of his/her parole/probation
- Indicates an intention of hurting him/herself or others, or putting the mentor in danger
- Demonstrates a marked change in functioning (appears depressed or manic or has noticeable changes in hygiene, sleeping, and/or eating, etc.)

I Agree

By checking the “I agree” box of the Mentor Application online, I am certifying that I have read this Confidentiality Agreement. I understand and agree to abide by the terms and conditions of this agreement.



Free2Succeed RELEASE OF LIABILITY

I hereby agree to abide and adhere to the policies and procedures as set forth in the Idaho Department of Correction's Free2Succeed Mentoring Program.

I further state that I am participating voluntarily in the Free2Succeed Mentoring Program of my own free will and understand the risks involved in doing so.

I agree to hold harmless and release Idaho Department of Correction and its employees and other volunteer mentors from any liability or claims due to accident, illness, death, or acts of violence that may occur directly or indirectly from Idaho Department of Correction's mentoring program.

I agree that the Idaho Department of Correction and its employees are not in any way responsible for my welfare, well-being, safety, or health, while participating as a volunteer mentor in the community.

Furthermore, I agree to release all liability or claims for damage to property arising directly or indirectly out of activities in Idaho Department of Correction's mentoring program.

I acknowledge that if I transport offenders who are under community supervision of the Idaho Department of Correction that the vehicle I use has necessary automobile insurance coverage as prescribed by Idaho law.

This release of liability shall be effective for all meetings, trainings, and orientations associated with and for the duration of the mentoring program.

I indicate I have read and understood the above conditions for participating in Idaho Department of Correction's Free2Succeed Mentoring Program.

I Agree

By checking the "I agree" box of the Mentor Application online, I am certifying that I have read this Release of Liability and understand and agree to abide by the terms and conditions set forth.