

Service Opportunity Data Sheet

Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

Unit: Elkhart, Indiana

Date: May 16, 2008

Position Title: Teen Court Coordinator / G.O.A.L case manager

Organization/Agency Name: individuals and Families in Transition (iFiT)

Agency Contact:

(Name) Cyneatha Millsaps

(Address & telephone & email)

101 E. Hively Ave.

Elkhart , Indiana 46517

(574) 295-6596

1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):

iFiT is committed to assisting families, youth and individuals as they work through various life challenges. They offer encouragement, empowerment and direction as we help our clients preserve their dignity and respect

2. Detailed position description (half time):

Facilitate group meetings to educate and support youth, with information to assist them acquire skills regarding anger management and restorative justice .

1. Oversee youth volunteers in providing restorative justice program to first-time offenders.
2. Facilitate group meetings as scheduled.
3. Provide updated and relevant education regarding group topic.
4. Utilize a wide range of educational/support oriented modalities regarding anger management.
5. Utilize group dynamics to explore solution-oriented skills that lend to positive life changes.

6. Actively participate in communication/discussions to maintain high standards for the GOAL program.
7. Maintain appropriate equipment and supplies as needed (including but not limited to locking up program equipment, purchasing supplies and snacks as requested).
8. Follow the curriculum assigned to the GOAL program.
9. Document attendance and communicate to appropriate staff.
10. Participate in planning, developing, and marketing of the GOAL program.
11. Any other duties as requested.

3. Qualifications:

Bachelor's degree in Social Work or related field and experience with case management preferred. Must be sensitive to issues of cultural diversity.

4. Worker's Compensation? Yes or No. TBD

5. Comments:

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____