

Announcement

April 14, 2011

The St. Joseph Probate Court is pleased to announce its intent to establish a mentoring program for children on probation that are being discharged from the detention facility at the Juvenile Justice Center. A Request for Proposals is attached to this announcement.

Please forward all proposals to Ms. Sue Bucholtz at St. Joseph Probate Court, 1000 S. Michigan, South Bend, IN 46601. The deadline for submitting proposals is May 31, 2011 at 12:00 noon. Only those proposals submitted by the above deadline will be reviewed.

If you have any questions about this Request for Proposals, then please contact Dr. Bill Bruinsma at 574-235-5445.

Mentoring Program Request for Proposals

Introduction

The St. Joseph Probate Court is seeking to establish a mentoring program for juveniles and their families. The mentoring program is to target juveniles that are being released from secure detention back to community and their families. Through the positive support of mentors assisting juveniles and families it is the hope of the Court that the juvenile will not return to committing delinquent acts in the community.

Research over the past several decades has shown that children are in need of caring relationships with adults who can provide the supervision, structure, and emotional/physical support. Unfortunately given the rise in single-parent families and families with two working parents the availability of adults devoted to child caring activities has decreased, resulting many times in a lack of supervision of the children and missed opportunities to further deepen the appropriate parent-child relational bonds. Mentoring programs were established to supplement efforts of parents to help children develop both socially and emotionally. Mentors help children learn to understand and communicate their feelings, to relate to their peers, and to develop healthy relationships with other adults.

In addition the research reports that children participating in mentoring relationships improved on some important educational measures. Program evaluations consistently show that children participating in mentoring programs have fewer unexcused absences from school than do similar children not participating in mentoring programs. Children participating in mentoring programs also had better attitudes and behaviors at school and have better chances of attending college. Further evaluation is needed to confirm whether mentoring improves grades. Also mentoring shows promise in helping children develop healthy and safe behaviors. Compared with non-participants, children who participate in programs that include mentoring have less drug and alcohol use (especially among minority children) and – in some but not all studies -- fewer delinquent behaviors (Jekielek, 2002).

In 2010 3,281 juveniles from St. Joseph County were referred to the Juvenile Probation Department for delinquency and status offenses. Of those referred 681 juveniles (510 male and 171 females) were admitted to the Juvenile Detention Facility. Many of these juveniles (56%) were repeat offenders (returning to detention within the same calendar year) representing a population at the highest risk to further deepen their involvement in the criminal justice system when they become adults. As stated above it is hoped that the provision of a voluntary mentoring program for the most at risk population of juveniles might have a positive impact not only on the juveniles within the program, but also on their families and the communities in which they live.

Target Population and Selection

Juveniles between the ages of nine and seventeen that are detained at the Juvenile Justice Center will be given the opportunity upon request to be considered for participation in the mentoring program with the permission of the parent(s)/guardian(s). Participation by the juvenile and the family is strictly voluntary. The juvenile can choose at any time not to continue to participate.

The ideal candidate for the mentoring program will be a juvenile who has had minimal previous court involvement, and/or has demonstrated a sincere commitment to making a change in their life, and has responded positively to the structure provided within the detention facility. Requests for inclusion into the mentoring program will be evaluated by the Child Behavior Specialist (CBS) and the Assistant Detention Director (ADD) in consultation with the juvenile's Probation Officer. The CBS or ADD will interview the juvenile and the parent to assess the readiness and commitment of the juvenile and family for participation in the mentoring program. The following factors will be considered in determining the readiness and commitment of the juvenile and family.

Prior delinquency history: How has the juvenile been previously involved with the court? What services have already been offered to the juvenile and the family? How did the family previously comply with services?

Amenability: How invested is the juvenile and the family in making significant changes in behavior?

Detention Behavior: What level has the juvenile maintained while in detention? How many incident reports has involved the juvenile while in detention? Has the juvenile responded positively to the structure of detention? Does the juvenile seem to benefit from positive adult interactions?

Peers: Does the juvenile have any pro-social friends? How does the juvenile generally spend their free time?

Family: Are family members able to provide positive support to the juvenile? How much time is the juvenile left with little or no supervision in the home and community?

Program Operation

The Mentor and the mentee (juvenile accepted into the program) will determine how often and when they will meet. The mentor is encouraged to meet with the mentee for at least three hours per week and commit to mentoring the mentee for at least one year. Additional program components such as participating in educational and enrichment experiences may be added on a case by case basis and only with the permission of the parent/guardian.

Persons applying to be a mentor must complete the following:

- Mentor Application*
- In-Person Interview*
- Reference Checks*
- Criminal Background Checks*
- Urine Drug Screening*
- Psychological Screening*

After the screening process is completed the name of the mentor will be forwarded to the Mentor Program Coordinator to schedule the appropriate training for the mentor.

Request for Proposal

The St. Joseph Probate Court is requesting proposals from Mentoring Providers to assist in establishing an evidenced-based, mentoring program for one hundred juveniles and their families in the first year of operation. Applicant Mentor Providers submitting proposals are requested to address the following components of the mentoring program.

Mentor Recruitment: - Recruitment of appropriate candidates.
-Fully explain the commitment necessary for the program.
-Make potential mentors aware of the challenges of working with this population.

Mentor Training: Provide initial training to mentors in the following areas:

- Juvenile Behavior
 - Establishing Rapport
 - Program Guidelines
 - Reporting
- Provide on-going training and supervision to mentors.
-Training should have a developmental model focus and be evidence-based.

Program Structure:

- Mentor/mentee matching (only same sex mentors)
- Assist the mentor with setting up regular meeting times.
- Assist the mentor in planning activities.
- Provide additional transportation, if necessary.

Financial Accountability:

- Responsible for managing all financial aspects of the program.
- Quarterly reports detailing expenditures.

Program Accountability/Quality Assurance:

-Quarterly reports detailing successful mentor/mentee matches and an analysis of unsuccessful matches.

(First ninety days of the mentoring program a monthly report is expected.)

-Collect data on number of meetings, hours of mentor/mentee contact.

-Track program outcomes and effectiveness.

The Mentor Provider will be expected to work closely with the CBS and ADD at the Juvenile Justice Center. The Mentor Provider will submit reports to the Chair of the Pastoral Advisory Board and at the request of the Chair make a presentation to the Board.

Enclosed is a sample of a job description for the Coordinator of the Mentoring Program. The resume of the Coordinator of the Mentoring Program must be submitted along with the proposal.

**Mentoring Program
Proposed First Year Budget**

1. Assumption is to pay mentors eight dollars an hour for three hours of mentoring time per week per mentee (12 hours of mentoring time a month; $12 \times 8 = 96 \times 12 = \$1,152$ per mentee for one year.) Some mentors may choose to volunteer their time.

2. Service 100 juveniles and families during the first year.

| Line item | Description | Proposed Amount |
|-----------|--|-----------------|
| 001 | Mentor Pay | \$115,200 |
| 002 | Administrative Costs (Structure, Accountability, Mentor training and QA) | \$35,000 |
| 003 | Recruitment of Mentors | \$5,000 |
| 004 | Mentee Program enhancement opportunities | \$25,000 |
| Total | | \$180,200 |

References

Jekielek, S., Moore, K., and Hair, E. C. (2002) Mentoring Programs and Youth Development: A Synthesis. Edna McConnell Clark Foundation, Washington, D.C.

Mentoring Program Coordinator

Qualifications and Job Description

Education: Baccalaureate degree from an accredited College required. Degree in field of social work, psychology, theology, education or human services preferred.

Requirements: Must be able to work a minimum of 2040 hours annually.
Must have a valid driver's license and a good driving record.
Must have access to a car.
Must be able to work weekends.
Must possess no criminal record.

Experience: Minimum of 2 years experience working with juveniles and their families preferred. Minimum of 1 year experience conceiving and/or implementing a human service program. Knowledge of the fundamentals of supervisory duties, organizational development and good interpersonal communication skills.

Skills: Must have the ability to coach, teach and manage juveniles who are at-risk. Knowledge of the community and other social services agencies. Ability to relate to professional staff, students, juveniles on probation, and their families without bias or partiality. Able to be creative in developing programs for adolescents and their families. Capacity to use good judgment, problem solve, anticipate, and solve crisis situations appropriately. Ability to see what needs to be done and to do it. Must be mature and able to accept responsibility and manage people. Good written and verbal communication skills. Must be able to use social media and demonstrate excellent computer skills.

Direct Report: Director of the Mentoring Program and the Juvenile Justice Center Pastoral Board.

Duties:

1. Recruit mentors.
 - a. Participate in interview and screening process
2. Will assist in recruiting, interviewing and screening all volunteer and paid mentor applicants.
3. Work closely with Assistant Director of Detention, Child Behavior Specialist, and Probation Officers to identify possible "mentees"
4. Meet with potential program participants to evaluate placement in program
5. Supervise and train paid and volunteer mentors
6. Develop a training manual for all mentors.
7. Develop monthly and quarterly reports for the JJC Pastoral Board.
7. Keep records, time sheets, all necessary forms and reports.

8. Set up (monthly) meetings for all mentors to meet - share concerns, problems and successes.
9. Have at least one ongoing mentoring relationship.
10. Maintain files on each mentor and mentee.
11. Refer mentees and parents to appropriate community resources.
12. Develop relationships with other programs that can provide academic, counseling or other programming that would enhance the development of the mentee.
13. Conduct oneself as an appropriate adult role model.

Note bene: Work is performed within the community and office settings. Casual professional attire is required.