

Job Description

Title: Adult Disabilities Mentor	Reports to: ICAN Coordinator/JP Coordinator	Pay Status: FT/Non-exempt
Department/Program: Adult Services	Interviewer:	Interview Date:

Scope:

The Adult Disabilities Mentor oversees and supports the client’s involvement in the community. This position works with our adults with special needs to teach them applicable life skills, including attending to personal needs.

Duties:

- Provides integrated supports to the consumer, including facilitating natural supports.
- Participate in the implementation of the Individual Service and Support Plan; in accordance with the personal future planning tool when available.
- Promote community awareness of the abilities of the individuals with disabilities, while maintaining confidentiality.
- Document and immediately report any incidents of concern to the Program Coordinator.
- Document the services provided using agency format.
- Facilitate or provide the transportation needs of the consumer.
- Respect the rights of the consumer. Maintain standards where rights are suspended and provide appropriate reports to the Human Rights Committee.
- Implement and provide data for the Behavior Supports Plans when appropriate.
- Attend all required trainings & meetings. Participate in available trainings that will promote increased ability to work with consumers.
- Be willing and able to assist with Activities of Daily Living (ADL’s) when necessary.
- Responsible to know the protocols and behavior plans for client as delegated.
- Responsible to keep up to date on delegated client information prior to taking them out.
- Availability to transport clients unscheduled as needed to support program flow.
- Available to go out into the community with any client based on program need and training.
- Other related duties as assigned.

Measures of Success:

- Ability to work independently and as a team member.
- Ability to communicate information and respond to questions from managers, employees
- Ability to solve problems and deal with a variety of issues.

Minimum Qualifications:

- Prefer experience with adult developmentally disabled population
- Demonstrate good judgment and professionalism
- CPR, First Aid & CPI, & Universal Precautions Certification within the first 30 days of hire
- This Position is required to maintain client specific training as delegated by Program Coordinator including but not limited to the state QMAP & G-Tube training and demonstrates proficient knowledge of state medication administration & G-Tube rules and regulations/specialized medical health plans.
- Must to be able to lift and transfer; up to 50 lbs.
- A valid driver’s license & current vehicle insurance, and an acceptable driving record per SKSF standards.