



Job Description

Mentor

Position:	Mentor
Reports To:	Program Manager
Supervises:	Not applicable
Salary:	TBA, Non-Exempt
General Description:	Provide assistance and support to adults with developmental disabilities and ensure that their health and safety is protected. Knowledgeable of and follows dictates of the ISP.

Duties:

- Establish and maintain a professional relationship with service recipients and their Circle of Support.
- Work with supervisor to implement service recipient's Individual Support Plan (ISP).
- Assist service recipients with activities of daily living (ADL's) including personal care, household chores, home maintenance, grocery shopping, and meal preparation, etc., as needed.
- Assist service recipients to utilize community resources including public transportation, In-Home Supportive Services (IHSS), social and recreation opportunities, and other community integration activities.
- When community transportation resources are not available or feasible, provide the transportation needed for service recipients to accomplish the goals set forth in their ISP.
- Provide information and instruction to service recipients including, but not limited to, safety awareness, NCD's 24-hour Emergency Response Procedures, basic first aid, emergency preparedness, and sanitary food preparation and storage.
- Assist service recipients to address their medical, dental and mental health needs by scheduling appointments, coordinating transportation, and utilizing standard medication procedures.
- In coordination with supervisor, assist service recipients with budgeting, grocery shopping, and routine expenditures, as needed.
- Provide ongoing and immediate communication with supervisor regarding issues of safety and concern, etc.
- Address service issues and challenges with supervisor.
- Attend agency training, monthly staff meetings, case conferences, house meetings, and other meetings as requested.
- Other duties as assigned by supervisor.



Ancillary Functions

- Represent NCD in a professional manner at all times.
- Work independently and as a team member.
- Understand and follow written and verbal instructions.
- Remain calm in situations of high stress.
- Promote and maintain a congenial supportive environment for the service recipient.

Qualifications

- Mentors must have the skill, training, or education necessary to:
 - Establish and maintain a constructive and appropriate relationship with consumers;
 - Minimize risks of endangerment to the health, safety, and well-being of service recipients;
 - Perform first aid and cardiopulmonary resuscitation (CPR), and operate 24-hour emergency assistance systems; and
 - Achieve the intended results of the service being performed.
(Title 17, Section 58643)
- Must be at least 21 years of age.
- Pass TB test.
- Pass drug test.
- Valid CA driver's license and "clean" DMV.
- Reliable transportation and auto insurance.
- Fingerprint clearance.
- Pass First Aid/CPR training.
- High school diploma or equivalent.
- Minimum of one year experience working with individuals with developmental disabilities and/or mental health challenges, preferred.
- Experience working with individuals with severe behavior challenges preferred.
- Ability to lift 25 pounds.

Work Environment

- Service recipient's home and community settings.
- Environment may become confrontational.
- Some lifting.

Acceptance

Employee

Date

Program Manager

Date