



Job Description

Mentor/Personal Attendant

Position: Mentor/Personal Attendant

Reports To: Program Manager

Salary: DOE

General Description: Mentors /Personal Attendants assist program participants on a one-to-one basis, in aspects of daily living and in the participant's own home and community.

Duties/Tasks:

- ❖ Provide one-to-one assistance for program participants in the program participant's home and in the community.
- ❖ Remain knowledgeable of program participant's Individual Support Plan (ISP) and use it as a guide to providing support and determining support priorities.
- ❖ Assist program participants with activities of daily living (ADL's) including personal care, household chores, home maintenance, grocery shopping, meal preparation, etc.
- ❖ Assist program participants with budgeting, grocery shopping, and routine expenditures, in coordination with NCD supervisor.
- ❖ Support program participants in maintaining the security and safety of their home i.e. reminding the person to lock up, offering advice on using household appliances and equipment, etc.
- ❖ Instruct program participants on how to use NCD's 24-hour emergency contact procedure.
- ❖ Assist program participants to learn about and use community resources including public transportation, housing, In-Home Supportive Services (IHSS), educational opportunities as well as social and recreational opportunities. Mentors/Personal Attendants will use community resources along-side program participants, i.e. ride the bus and attend college classes and meetings with program participants as needed.
- ❖ Encourage program participants to develop close links with the community and to maintain appropriate contact with family and friends according to their wishes.
- ❖ Provide transportation for program participant, via employee vehicle, when community transportation resources are not available or feasible.
- ❖ Assist program participants with their medical, dental and mental health needs by:
 - scheduling appointments,
 - coordinating/providing transportation,



- attending appointments as needed, and
 - completing required documentation.
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- ❖ Assist program participants with self-administration of medications within the scope of agency policy and maintain required documentation. NCD employees may NOT administer medications.
 - ❖ Listen to and help program participants resolve issues that are creating barriers to successful living by problem solving, active listening, etc.
 - ❖ Use informal and formal teaching methods to provide instruction to program participants to increase their competence, self-reliance, and ability to make informed choices. Determine when an alternative teaching tool/technique as needed.
 - ❖ Plan and prepare for the time you will spend with program participant prior to each shift. Plan and implement opportunities to teach daily living skills, self-esteem, and confidence.
 - ❖ Implement clinical/behavioral strategies as directed.
 - ❖ Assist in the maintenance of acceptable behavior.
 - ❖ Implement problem-solving strategies.
 - ❖ Complete Agency documentation/forms as directed.
 - ❖ Maintain professional boundaries at all times,
 - ❖ Talk with NCD supervisor about issues of safety and concern immediately.
 - ❖ Attend agency training, monthly staff meetings, case conferences, house meetings, and other meetings as needed/required.
 - ❖ Other duties as assigned by supervisor.

Ancillary Functions

- ❖ Represent NCD in a professional manner at all times, on and off duty.
- ❖ 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

- ❖ This position requires the ability to:
 - Be a good listener and communicator;
 - Redirect and assist program participants to stay on task;
 - Perceive when an alternative teaching tool/technique needs to be implemented;



- Motivate others;
 - Research community resources;
 - Take initiative;
 - Exercise patience;
 - Redirect behaviors when needed;
 - Communicate effectively with other professionals;
 - Multi-task;
 - Generate reports (Word/PC), email them, meet deadlines, and attend meetings; and
 - Have a sense of humor.
- ❖ 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 program 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.
- ❖ Valid CA driver's license and "clean" DMV.
- ❖ Must have a reliable automobile and auto insurance.
- ❖ Fingerprint clearance.
- ❖ Pass First Aid/CPR training and keep certification current.
- ❖ 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.

Physical Requirements

- ❖
- ❖ Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
 - ❖ Ability to operate a motor vehicle
 - ❖ Must possess vision to operate a motor vehicle and read printed materials
 - ❖ Occasional kneeling, stooping, bending, and standing for periods of time.
 - ❖ Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard.
 - ❖ Occasional bending, stooping, kneeling, reaching, pushing, and pulling.

Work Environment

- ❖ Service recipient's home and community settings and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions and road hazards.
- ❖ Employees work occasionally in an office environment with quiet to moderate noise levels and controlled temperature conditions.
- ❖ Environment may become confrontational.



Acceptance

I have read this job description and understand that it describes my role with program participants, as well as NCD. I understand that duties and responsibilities are subject to change at the discretion of NCD and as warranted by business needs.

NCD Is An Equal Opportunity Employer

To be considered for employment at NCD please fill in this form completely. If you cannot respond to an item, please explain your reason for not responding. An incomplete application is not considered an application for employment with us. Please print clearly. Qualified persons are considered for employment without regard to race, color, religion, creed, gender national origin, age, marital or veteran status, sexual orientation, gender identity, or the presence of handicaps or disabilities.

Employee Signature

Date

Program Manager

Date