



JOB TITLE: Community Mentor

REPORTS TO: Services Coordinator

FLSA: Non-exempt - Hourly

☐ Fulltime / ☒ Part Time

REVISION DATE: October 2023

POSITION SUMMARY:

Mentor and build relationships with individuals to assist them to connect to resources in the community and empower them to make an informed decision about the pursuit of integrated employment.

ESSENTIAL JOB FUNCTIONS:

- Participate in the discovery process with the participant and the Community Services Coordinator/Specialist.
- Implement support services identified in their Person-Centered Plan.
- Maintain awareness of participant's interests, strengths, and needs to provide appropriate services and feedback during case review process.
- Maintain good verbal and written communication with all those involved to ensure all parties are kept up-to-date and informed of any changes necessary relating to participant.
- Provide mobility training while exploring the community.
- Generate interest and familiarity with the community through supporting experiences and engagement.
- Implement and assist with meaningful community resources and volunteer sites.
- Provide support in various levels: 1:1, 1:2, 1:4 and 1:8 group sizes.
- Complete reports as directed.
- Maintain up-to-date understanding of best practices related to Building Full Lives through participation in ongoing training opportunities.
- Aid with personal cares as defined by the participant's plan.
- Respond to emergency situations promptly and administer First Aid or CPR/AED if needed.
- Report all accidents/injuries along with filling out reports within 24 hours.
- Always promote and maintain confidentiality of clients.
- Perform any other duties assigned by management.

JOB REQUIREMENTS:

- Must pass our pre-employment drug screen, physical, and TB testing.
- Must be available to work nights, weekends, holidays, and as business levels dictate.
- Valid driver's license in good standing – Preferred
- Ascend Services Insurance Carriers Vehicle Insurability Standards must be met to drive our vehicles or clients in your personal vehicle.

EDUCATION:

High School diploma or equivalent.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



EXPERIENCE:

Experience working with people who are developmentally disabled is a plus.

SKILLS:

- Strong leadership and organizational skills.
- Must possess effective verbal and written communication skills.
- Must demonstrate effective problem solving skills.
- Must understand that serving others is an important component of this position.
- Must be creative, community-minded and energized by a highly diverse and collaborative environment.
- Knowledge of and experience in computer operations.
- Must have a valid driver's license in good standing.
- Must be able to meet Ascend Services Insurance Carriers Vehicle Insurability Standards.
- Must be able to stand for lengthy periods of time.
- Must be able to lift up to 50 lbs. with assistance.
- Must be able to bend/squat/twist/kneel frequently.
- Must be able to physically transfer participant from a wheelchair in a safe manner.

SUPERVISORY RESPONSIBILITIES:

None

TYPICAL PHYSICAL DEMANDS:

Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer participant from a wheelchair in a safe manner.

WORKING CONDITIONS:

Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer participant from a wheelchair in a safe manner.

Employee Print Name

Employee Signature

Date

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2818 Meadow Lane
Manitowoc, WI 54220
920-682-4663

Recruiting & Resources Coordinator Signature

Date

www.ascendservicesinc.org

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