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JOB DESCRIPTION

JOB TITLE: Employment Services Mentor

FLSA STATUS: Non-Exempt – Part Time

DATE: September 2020

REPORTS TO: Employment Services Coordinator

POSITION SUMMARY:

Provide support services that inspire and empower individuals to retain employment, further develop vocational abilities and reach their personal goals.

ESSENTIAL JOB FUNCTIONS:

- Participate in the discovery process with the participant and the Employment Services Coordinator as needed.
- Implement support services identified in Individual Written Program Plans.
- Maintain awareness of participant's interests, strengths, and needs in order to provide appropriate services and feedback during case review process.
- Help participants meet work performance expectations and develop soft skills needed to be successful in the workforce.
- Promote the development of natural supports, which will assist participants in building and maintaining working relationships with co-workers.
- Help teach independence with the goal of minimizing support needs.
- Assist with jobs duties including inventory, paperwork including time cards, maintaining quality standards, and following all safety rules.
- 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.
- May provide supports in a community employment setting, at a mobile work crew site or in one of Ascend's Prevocational sites (Plant 1, Plant 2, MRF, Rest Areas).
- Support services provided in various levels: 1:1, 1:2, 1:8; 1:15 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.
- May need to provide assistance with personal cares as defined by the participant's plan.
- Respond to emergency situations promptly and if needed, administer First Aid or CPR/AED.
- Report any and all accidents/injuries along with filling out reports within 24 hours.
- Promote and maintain confidentiality of participants at all times.
- Perform any other duties assigned by management.

JOB REQUIREMENTS:

Must be available to work various hours including nights, weekends, holidays, and as business levels dictate.

EDUCATION: High School diploma or equivalent.

EXPERIENCE:

- Experience working with people who are developmentally disabled is a plus.
- Various work settings provides relevant experience.

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.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Employee Print Name

Employee Signature

Supervisor's/HR/Exec. Director Signature

Date

Date