



INSPIRE EMPOWER • CONNECT

JOB DESCRIPTION

JOB TITLE: Home Services Mentor

FLSA STATUS: Non-Exempt – Part Time

DATE: September 2020

REPORTS TO: Home Services Coordinator

POSITION SUMMARY:

Mentor and build relationships with individuals to assist them to live more independently and to connect to their communities.

ESSENTIAL JOB FUNCTIONS:

- Participate in the discovery process with the participant and the Home 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.
- Provision of support services to individuals in their home.
- May provide direct assistance with activities of daily living.
- Services may include observation of self-administration of medication, assistance with bill paying, arranging/assisting with transportation.
- Provide regular housekeeping and cleaning activities for the individual; including but not limited to; sweeping, mopping, meal prep, laundry, grocery shopping, and transportation to appointments.
- 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.
- 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 necessary, 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.
- Homecare experience 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.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Employee Print Name

Employee Signature

Date

Supervisor's/HR/Exec. Director Signature

Date