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## JOB DESCRIPTION

**JOB TITLE:** Youth Mentor – Community Services      **FLSA STATUS:** Non-Exempt – Part Time

**DATE:** February 2021

**REPORTS TO:** Community Services Coordinator

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**POSITION SUMMARY:** Youth Mentors work directly with children up to age of 18 at the Youth Center. Mentors will be responsible for creating positive relationships and maintaining structure in group and individual settings. Help children live build full lives through: Teaching a child daily living skills, mentoring, and providing respite care (short-term breaks for families)

### **ESSENTIAL JOB FUNCTIONS:**

- Participate in the discovery process with the participant and the Community Services Coordinator.
- 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.
- Planning and participating in leisure activities with the individuals out in the community, at the Youth.
- Redirecting the individuals when exhibiting inappropriate behaviors.
- Transport and accompany individuals to activities as needed in company vehicles.
- 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 supported experiences and engagement.
- Assist with identifying meaningful community resources and establishing volunteer sites.
- Provide supports in various levels: 1:1, 1:2 and 1:4 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 administer First Aid or CPR/AED if needed.
- 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:**

- Applicants must be at least 18 years or older.
- For some positions, a valid driver’s license with acceptable driving record is required.
- Experience desired but not necessary – comprehensive paid training provided.
- Must be available to work nights, weekends, holidays, and as business levels dictate.

**EDUCATION:** High School diploma or equivalent.

**EXPERIENCE:**

Experience working with children 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.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

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Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s/HR/Exec. Director Signature

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Date