Mentor of Community Supports
JOB DESCRIPTION

Job Title:	Mentor of Community Supports	FLSA Status:	Non-Exempt
Reports to:	Supervisor of Community Supports	Approved By:	HR Director
Department:	Community Supports	Date Last Revised:	March 14, 2016

Position Summary:

The Mentor supports individuals living in the community by assisting them in meeting their predetermined goals, as determined by their Individual Plan of Service, through mentoring, skill building, training, advocacy, and offering support in general living skills.

Essential Functions: Include the following, other duties may be assigned

Monitors, trains, advocates, and generally assists individuals with disabilities in meeting their predetermined goals, as determined by their Person-Centered Planning, in the community, their home and/or in their launch pad.

Participates in person centered planning for individuals served by contributing during the pre-planning process and attending person centered planning meetings as requested.

Supports individuals served with self-advocacy.

Establishes relationships with community resource agencies and employers and informs the community of the benefits of their involvement with individuals with a disability.

Facilitates and encourages strong peer-group support as a primary and ideal support.

Facilitates development of positive relationships between individuals and employers.

Assists individuals in learning to access volunteer and job sites specific to the individual's plan of service and interests.

Consults with individuals served on how the group can best plan activities to meet their goals.

Ensures safety and well-being of individuals served, including supporting those individuals in safety- related issues.

Reports accidents and incidents involving individuals served, as required by MOKA policies and applicable regulations.

Transports those served in personal or company vehicles to appointments, shopping, social activities, etc. as per each individual's Person-Centered Plan.

Develops possibilities for social and recreational activities and coordinates this activity for the individuals.

Supports individuals in maintaining and developing their personal relationships.

Communicates with MOKA management, and the individual's support team relative to program activities and progress of individuals served.

Maintains and submits accurate and timely records, including but not limited to: incidents and daily progress.

Observes, evaluates, and reports individual's skill levels and work performance toward improving community involvement.

Executes individual training programs, according to the Individual Plan of Service (IPOS).

Coaches the volunteer work performance of individuals served toward the satisfaction of goals set in the IPOS.

Maintains a professional, friendly and consciences demeanor in dealings with family members, guardians, visitors and others.

Attends meetings, seminars, trainings, etc. as needed.

Responds to health risks or any hazardous condition(s) and communicate using the agency hierarchy any potential health risk, hazardous or unsafe condition(s).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

High school diploma or equivalent.

Language Skills

Ability to communicate in person, on the telephone and in written form to convey information at meetings, prepare reports, document the progress of those served and in case of accidents.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Must possess a valid MI Driver's license.

Other Qualifications

Must be 19 years of age and have at least three years' experience as a licensed driver. Must have a personal mobile phone with willingness to make and receive calls on behalf of the agency as well as access to a personal computer with internet access for submission of required documentation. Must have a well maintained, insured vehicle to transport persons served.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment depends on where the individual is residing that day.

Signature of Receipt

I have reviewed and received a copy of this document. I acknowledge that this job description, at MOKA's sole discretion, may be revised or modified at any time to meet the needs of the agency.

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Employee Name (please print)

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Employee Signature Date