

Mental Health Association in Orange County, Inc.



COMMUNITY HABILITATION MENTOR – FULL TIME JOB DESCRIPTION

- I. Title:** Community Habilitation Mentor - Full Time
- II. Reports to:** Support Services Supervisor
- III. Job Objectives:**
- To work one-on-one with children and adults with developmental disabilities, using strategies and activities designed to promote skill building in the areas of communication, socialization, behavior, independent living, and movement. Mentors will be matched to a primary individual but may work with other individuals in need of support to facilitate coverage and back-up for other team members. The mentor will provide administrative support to the Developmental Disabilities Support Services Program.
- To perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy.
- IV. Qualifications:**
- High school diploma.
 - Experience working with individuals with a developmental disability and autism preferred.
 - Ability to perform physical demands of a Direct Care position.
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of People with Developmental Disabilities (OPWDD) mandated criminal background check process.

- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.

V. *Responsibilities:*

- Complete all specialized mandatory trainings.
- Report any identifiable instances of child abuse and neglect to your supervisor and appropriate authorities.
- As identified in the Lifeplan, teach, and assist as appropriate with the following:
 - 1) Social and communication skills.
 - 2) Basic activities of daily living including socialization, communication, health promotion, money management, personal safety, personal responsibilities, problem resolution, using public transportation, managing leisure time, eating, bathing, dressing, personal hygiene, grooming, toileting.
 - 3) Household activities such as cooking, meal preparation, setting table, cleaning, doing laundry, etc.
- Provide or facilitate transportation to various community-based activities.
- Properly utilize program and administrative documentation systems by completing required progress notes and timesheets in a timely manner.
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- Complete assigned administrative tasks including but not limited to filing and data entry.
- Attend MHA regularly scheduled staff meetings.
- Communicate with Supervisor on a regular basis as necessary and appropriate.

VI. *Other Duties:*

- Employee shall perform all other duties as may be required by management

VII. *Terms of Employment:*

- Non- Exempt.
- Thirty-Forty (30-40) hours per week with flexibility to include nights and weekends.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Human Resources
Mental Health Association in Orange Co. Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665 or email
mharecruiting@mhaorangeny.com**