

Mental Health Association in Orange County, Inc.



COMMUNITY HABILITATION MENTOR *For Coordinated In-Home Supports Project* **JOB POSTING**

I. Title: Community Habilitation Mentor

II. Reports to: Support Services Supervisor

III. Job Objectives:

To work one-on-one with children on the autism spectrum, using strategies and activities designed to promote skill building in the areas of communication, socialization, behavior, independent living and movement. Mentors will be involved in the creation and assessment of habilitation and behavioral plans that they will implement.

This is a **Per Diem** position, which may be ideal for either students, retirees, people seeking supplemental income, and an interest in gaining valuable experience in the mental health field.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.

IV. Qualifications:

- High School Diploma.
- One year of experience working with children and individuals with a developmental disability.
- Ability to perform physical demands of a Direct Care position such as bending and lifting.
- Experience working in individuals' homes.
- Must be clear and maintain an acceptable record under the Office of People with Developmental Disabilities (OPWDD) mandated criminal background check process.
- Clearance through the New York State Central Registry.

- Ability to work independently with minimal direct supervision.
- Effective written and oral communication skills.
- Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.

V. Responsibilities:

- Complete all specialized mandatory trainings.
- Teach and assist with appropriate social and communication skills.
- Teach and assist with basic activities of daily living including eating, bathing, dressing, personal hygiene, grooming, and toileting.
- Teach and assist with 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.
- Communicate with Supervisor on a regular basis as necessary and appropriate.
- Complete required progress notes and timesheets in a timely manner.
- Mentor shall perform all other duties as may be required by management.
- Attend mandatory quarterly meetings. (4/per year)
- Attend mandatory Orange County Community Supports Initiative (OCCSI) trainings.
- Communicate with agency/families within 24/hrs. of contact (i.e. phone, e-mail, or letter).

VI. Terms of Employment:

- Per Diem

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