

## Mental Health Association in Orange County, Inc.



### **RESPITE MENTOR JOB POSTING**

- I. Title:** Respite Mentor (HRP)
- II. Reports to:** Support Services Supervisor
- III. Job Objectives:**
- To provide relief to the care givers of children and adults with developmental disabilities or on the autism spectrum, using strategies and activities designed to maintain safety. Mentors will be matched with people to support but may support other individuals/care givers to facilitate coverage and back-up for other team members.
- 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.
- Provide in home respite services to primary care givers of people with developmental disabilities. This can include supervising activities, general personal hygiene, and maintaining a safe environment.
- Properly utilize program and administrative documentation systems by completing required progress notes and timesheets in a timely manner.
- Complete required progress notes and timesheets in a timely manner.
- Complete assigned administrative task 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:***

- Per Diem

**Please send letter of intent and resume to:**

**Human Resources**

**Mental Health Association in Orange County, Inc.**

**73 James P. Kelly Way**

**Middletown, NY 10940**

**or fax to (845) 343-9665**

**or email to [mharecruiting@mhaorangeny.com](mailto:mharecruiting@mhaorangeny.com)**