**Position Description**

**House Mentor**

**Purpose**: This position exists to establish and maintain a safe, supportive, and therapeutic environment which fosters growth and rehabilitation and facilitates the development of mutual aid/self help skills among resident. Staff’s primary role is to provide the appropriate supports tailored to the needs and desires of each resident to enable each to live as independently as possible.

**Specific Duties:**

1. Assist/monitor/teach residents with preparation of daytime activities; encourage good personal hygiene, and behavior appropriate in their home.
2. Assist Supervisor in the assessment of each resident (s) abilities, interests and need areas toward independent living. Assist Supervisor in the development of each ISP. Staff behavior and interaction with residents shall be directed towards the attainment of goals set forth within each ISP.
3. Assist/monitor/teach resident (s) in budgeting skills.
4. Teach self medication skills according to regulations, and when appropriate supervise in medication administration.
5. Assist/monitor/teach residents engaging in daily chores.
6. Assist/monitor/teach residents as needed in grocery shopping, menu planning, meal preparation and clean up.
7. Meet with residents (as needed) on an individual basis to discuss concerns, problems.
8. Assist/monitor/teach residents in holding house meetings and informal discussion groups with peers.
9. Handle emergency situations appropriately, (according to DPW and HBH policies). Utilize crisis interventions when necessary.
10. Teach and/or support residents in utilizing public transportation. Transport residents to appropriate appointments only when necessary (i.e. person requires assistance at appointment).
11. Perform daily record keeping (i.e. data collection, daily logs). Exchange information with next shift and/or with support staff.
12. Teach and be supportive of basic nutrition. Assist residents to utilize community resources from nutritional counseling.
13. Teach relationship building skills.
14. Teach community integration; assist residents in joining community organizations of their choice.
15. Teach problem solving skills/resolving conflicts.
16. Provide leisure/recreational activities of resident (s) choice, increase resident ‘s self initiative in leisure activities.
17. Teach/monitor residents self management skills (in health and behavior management).
18. Teach residents basic first aid, fire safety, emergency skills and sex education, and/or assist individual in locating a class (community resource) in the above stated items.
19. Provide opportunities for residents to have choices, make decisions in daily living and their future goals (i.e. assist individual in day to day decisions).
20. Assist in creating natural supports for residents.
21. Assist residents in building their self esteem.
22. Encourage empowerment.
23. Follow individual treatment plans consistently.
24. Conduct and document monthly fire drills according to DMR procedures.
25. Report any consumer (individual) abuse (physical, emotional, sexual) or act of omission to the Supervisor according to the policy on reporting suspected abuse or neglect of dependent persons.
26. Be available to meet with repair person(s) and inspectors.
27. Attend individual and inter-agency staff meetings related to individuals.
28. Attend training.
29. Implement OSHA regulations.
30. Lifting, snow shoveling and climbing stairs.
31. Perform other duties as assigned.

**Qualifications:**  
House Mentors play a critical role in the overall success of the program. As “natural role models”, they must have the following personal qualifications:

1. Autonomy – ability to work without immediate supervision.
2. Interpersonal sensitivity (objective awareness of others, tactful interaction, ease in establishing limits).
3. Reliability
4. Flexibility
5. Insight and the ability to articulate it.
6. Good judgment, including the ability to evaluate, make decisions, and anticipate consequences.
7. Initiative and motivation to learn.
8. Valid driver’s license and the ability to drive a van (Employees Only).
9. Crisis intervention training (i.e. PAC, SOLVE, etc)
10. CPR, First Aid and MAP certificates are a plus.

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Employee Signature Date