

JOB DESCRIPTION



Title: **Day Programs Mentor** Reports to: **Day Services Manager**

Do you desire a truly rewarding job where you make a real difference every day? Are you someone that enjoys mixing your week up with different activities? Are you driven to help others? VIP Services supports adults with disabilities in living their best life and everything we do supports them in building greater independence with mobility, communication, independent living skills, social and emotional development and/or community access and integration.

PRIMARY JOB RESPONSIBILITY:

As a Day Programs Mentor at VIP Services, you will help to create and be part of activities that engage and enrich the lives of our program participants. We operate two types of Day Programs which include Community-Based and Community-Focused. You will train in both areas of Day Programming as our needs differ every day, so a flexible, and motivated individual willing to help wherever needed is a must!

ESSENTIAL FUNCTIONS OF THE JOB:

1. Collaborate with other team members to create enriching activities that incorporate individual needs.
2. Work with individuals to understand their interests, develop skills, and encourage participation in new experiences within the community.
3. Collaborate with other team members to ensure consistent care and effective communication.
4. Ensure that our program participants experience a safe & supportive environment.
5. Provide feedback & enter case notes.
6. Provide personal care support, to include toileting, as needed.
7. Lift and assist with mobility as required.
8. Perform other duties as assigned.

Minimum Requirements

- Experience working with adults with disabilities and demonstrated genuine respect, warmth, and interest in their needs.
- Ability to react to emergency situations calmly & effectively.
- First aid certification is desirable.
- Collaborative, approachable, organized, and communicative.
- Ability to pass a federal caregiver background check upon hire & every 4 years thereafter.
- Valid driver’s license, good driving record, and proof of current auto insurance a must.

Working Conditions and Physical Demands

Working conditions may include both inside and outside facilities. Work schedule may occasionally include some evening and/or weekend hours.

I have read, understand, and agree to comply with this job description.

Employee _____
Date

Supervisor _____
Date

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