

INTEGRATED SUPPORTS FOR LIVING, INC
Job Description

JOB TITLE	Therapeutic Mentor- Direct Support Professional I
REPORTS TO	Therapeutic Service Manager
DEPARTMENT NAME	All
PAY GRADE	PG-300
DATE REVISED	8/7/2017

PRIMARY PURPOSE

This position is responsible for providing direct and indirect support and positive direction to assist in creating and maintaining a therapeutic environment for individuals living with cognitive processing deficits consistent with the financial and strategic goals of the organization and in support of IS Living's goal to ensure that each individuals we provide services to is afforded every opportunity possible to live their lives in a way which maximizes autonomy.

IS LIVING CORE COMMITMENTS:

- Be effective, accept responsibility and pursue competence;
- Offer quality, ethical and professional service that is transparent and appropriate;
- Be responsive, flexible, respectful, welcoming and professional in your communication and relationships;
- Offer enriching experiences through imagination and creativity that promotes both autonomy and comradery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and maintain positive, effective, respectful, and therapeutic relationships with clients and their families.
- Assist in the development of and comply with the individual support plans developed for each client.
- Maintain a clean, safe, professional, and therapeutic environment free from abuse and harassment.
- Report and document both routine and unusual events including completing daily logs, event reports, Individual Service Plan (ISP) data sheets, and other necessary records in a concise, understandable and legible manner.
- Assist individuals with healthy money management including budgeting.
- Transport clients in a safe manner according to policy and procedure.
- Maintain open communication and cooperative work effort with Program Manager and other team members to assure quality and continuity of support to individuals served.
- Lead therapeutic group activities with clients and other team members.
- Become familiar with the Salem-Keizer Transit system, downtown Salem and Keizer areas, and businesses that clients visit frequently.
- Assist clients and other members of the team in the development of daily schedules, ISPs, behavioral support plans, and long term independent living plans.
- Understand and be familiar with client's short and long term goals.

- Be familiar with client’s compensatory memory strategies and how to teach clients to use them effectively.
- Provide verbal and written reports and/or electronic documentation of the outcomes of supervised activities with clients in a timely manner.
- Assist individuals with activities of daily living.
- Demonstrate and model the ability to communicate clearly and calmly with clients in behaviorally challenging situations.
- Able to quickly and effectively problem solve clients’ needs.
- Model positive communication and behavior while working directly with clients.
- Participate with clients in community integration activities.

OTHER DUTIES AND RESPONSIBILITIES

- Assist the Program Director, Program Manager, and other team members as requested and assigned.
- Participate in trainings, team meetings and team building experiences as directed by the Program Manager.
- Accept and complete other duties as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school graduate or equivalent.
- 18 years of age or older.
- Valid driver’s license in good standing.
- Successful clearance of local and or state background checks.
- Negative pre-employment and active employment drug screenings.
- Experience working with people with cognitive processing skills preferred.
- Must be proficient in speaking, reading and writing in English

SAFETY SENSITIVE RESPONSIBILITIES

A. This position is responsible for performing duties defined under Oregon Department of Health and Human Services licensing, certifications and endorsements:

Yes

No

PHYSICAL DEMAND

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.		X		
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.		X		
More than 60 lbs.	X			

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

MENTAL OR VISUAL DEMAND

Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications.

WORKING CONDITIONS

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> None			

B. The statement below best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

The job is typically performed under comfortable working conditions. There may be times when this job is being performed in inclement weather for partial and entire shifts.

ATTENDANCE

Compliance with general company standards is required.

SAFETY

Compliance with general company standards is required.

FLSA STATUS

Non-exempt

EEO CLASSIFICATION:

	Executive/Senior Level Officials		Administrative Support Workers
	First/Med-Level Officials & Managers		General Labor
	Professional		Technical
	Operative		Craft
	Sales	x	Service Worker