



DSP Mentor

Directly reporting to the Program Manager with oversight from the Supervisor and Director, the Direct Support Professional Mentor primary responsibilities are to onboard new staff and assist the core team when needed to support, train, and mentor Direct Support Professionals. All of this cannot be completed with assisting the individuals in all living areas in accordance with each Individual Service Plan and within the parameters of the policies and procedures of Rose-Mary.

Minimum Qualifications:

- High School Diploma or GED. Post high school education preferred.
- Demonstrated ability for self-direction in work.
- 1 year experience as a Direct Support Professional.
- Med Pass Certification
- Computer knowledge, smart phone skills and ability to email, type, use Microsoft Word and internet.
- Valid Ohio driver's license with no more than four points, eligibility under our insurance carrier. Maintain an acceptable driving record adhering to all driving laws and Rose-Mary regulations pertaining to driving.
- Ability to read and write English.
- Ability to work and train new team, collaborate with co-workers, managers, and program staff via open communication in a positive and constructive manner.

Responsibilities:

1. On board new staff coming out of classroom orientation.
2. Create a positive work environment through hands on teaching and mentoring.
3. Teaching and leading through verbal instruction, demonstration, and collaboration. Refrains from teaching and/or creating short-cuts.
4. Participate in classroom training for new staff when applicable.
5. Understand and implement positive behavior supports as they apply to our individuals.
6. Communicates with the supervisor on regular basis with updates on new team members and their development.
7. Meets regularly to develop and fine tune mentoring skills with mentor team.
8. Work a flexible schedule to meet the needs of the home and the match the hours of the new staff member. This includes all shifts and weekends.
9. Does not directly supervise staff but provides honest and factual input on each new staff.
10. Sit down with supervisor for a 30 day review of all new team members.
11. Become a certified trainer for PBS (positive behavior supports).
12. Represents Rose-Mary. Adheres and understands all policies.

13. Will seek guidance and feedback from Supervisors, Managers, and Directors for questions.
14. Completes and thoroughly understands duties of a Direct Support Professional:
 - a. To treat all individuals with dignity and respect.
 - b. Ensure the safety and well-being of the individuals at all times.
 - c. Assists individuals with all aspects of Active Treatment and related training for independence.
 - d. Provides and assists individuals in activities of daily living; eating, grooming, dressing, bathing, and toileting according to their Individual Service Plan. Assists individuals develop daily living skills such as cooking, money management, housekeeping, doing laundry, personal hygiene, etc.
 - e. Serves as a mentor, coach, and teacher, providing instruction and guidance through daily interactions and appropriate role modeling, as well as through formal programming, in areas of communication and social behavior.
 - f. Monitors the wellness of individuals and reports signs and symptoms of illness or medication reactions as needed.
 - g. Implements and documents programs for each individual according Service Plan at the frequencies stated in their plan.
 - h. Accurately records/documents progress of individual both in writing and verbally.
 - i. Transports and accompanies individuals going into the community for medical, personal, recreational, vocational and social activities.
 - j. Establishes and maintains positive relationships through effective interaction/communication with individuals, co-workers, supervisors, community members, parents, relatives, and guardians of individuals.
 - k. Maintains privacy and confidentiality (HIPAA) in matters relating to individual records.
 - l. Completes agency training program in a timely manner and participates in other professional development.
 - m. Facilitates teamwork between all team members via open communication, sharing of responsibilities and a positive, constructive attitude.
 - n. As a driver, maintains an acceptable driving record and adheres to all driving laws and RMC regulations pertaining to driving. Reports any accidents and/or damage of vehicles timely and according to RMC standards.
 - o. As a delegated medication passer, maintains medication passing certificate, administers medications according to the physician's orders, and completes reporting and documentation.
 - p. Maintains a clean and sanitary living environment. Performs housekeeping (i.e., cleaning of equipment, bedrooms, kitchen, etc.), and meal preparation (i.e., prepares and serves meal) and other duties as assigned.
 - q. Works shifts as scheduled, including voluntary picked up shifts. Demonstrates good attendance, punctuality and follows RMCs personnel policies.
 - r. Performs other related duties as directed.

Worker Characteristics:

- Must have a cooperative, caring nature, and ability to work in a stressful situation in a calm therapeutic manner.
- Ability to maintain an organized approach
- Ability to mentor and motivate others

- Ability to provide training to employees
- Effective communication skills through verbal and written reports
- Ability to assess, evaluate, and monitor in all relevant areas

Physical Requirements:

- Lifting up to 100 pounds.
- Transferring individuals from (with or without mechanical lifts) from bed to wheelchair, wheelchair to bed, in and out of shower/bath, and in and out of vehicles.
- Assisting with hygiene, including bathing/showering, shaving, tooth brushing, and assisting with incontinence care.
- Bending, twisting, standing, climbing, and kneeling
- Pushing wheelchairs

Working Conditions:

- Work will include evenings and weekends
- Scheduled 16 hours at primary location and 24 at trainer site – will work with Manager and Supervisors for schedule week-to-week.
- May be exposed to contagious diseases
- May be exposed to aggressive or otherwise challenging individuals
- Will be required to work with people in their homes in varying neighborhoods

The job description is a summary of Mentor's primary job responsibilities and is not all inclusive.

Rose-Mary is an Equal Opportunity Employer.