



• 35 Wall St. Oxford NJ 07893 • 66 Moore St, Hackensack NJ 07601 • 201 19th Street Union City, NJ

Job Description

Position: Group Mentor

Reports to: Group Mentor, Excel Day Program

FLSA Status: Non-exempt/ Contractor

Approved by: Ama J Baffoe, Executive Director, Disability Support Services
Elinam Amago, Administrative Assistant

Function: To establish a therapeutic milieu and deliver effective services through positive behavioral support and professionalism. To support individuals in maintaining their independence and empowering them to become integrated members of their communities.

Responsibilities:

- Implements the behavior plan as developed by the behavioral specialist, if applicable;
- Supervises individuals with developmental disabilities to ensure safety;
- Provides one-to-one personal care and supervision to the individual while in and out of the community (includes but is not limited to lifting, transferring, toileting, feeding, bathing, and dressing);
- Transports and accompanies individuals on activities in the community in addition to medical appointments;
- Documents daily behavior, special incidents, accidents, and any other information that pertains to each individual's care;
- Provide transportation to and from activities including recreation, employment, and medical appointments.
- Assists and teaches appropriate nutrition, personal hygiene, and life skills;
- Completes all Department of Human Services (DHS) required training and continues to improve skills through the College of Direct Support, the Elizabeth M. Boggs Center, and other training opportunities;
- Is responsible for all documentation and administration of medication;
- Attends team meetings in addition to supervision; and
- Performs other duties as assigned.



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Qualifications/Requirements:

- Must be at least 18 years of age;
- Minimum of a High School diploma with prior experience working the developmentally disabled and/or behaviorally challenged individuals;
- Preferred: Bachelor's degree with relevant experience;
- Must be able to physically care for clients, which includes lifting, transferring, bending, sitting, and stooping. Must be able to lift and carry 50 Lbs.
- Valid state driver's license and good driving history;
- Good writing and communication skills;
- Ability to effectively work with people of diverse cultural backgrounds and races;
- Ability to effectively work as a team member and implement positive behavioral supports;
- Must cooperate with the licensee and the DHS staff in any inspection or investigation;
- Ability to effectively work as a member of a team;
- Ability to work effectively with clients including intervention and relationship building skills; and
- Ability to effectively work as a team member and implement positive behavioral supports and person centered planning.

Background and Ongoing Requirements

- A requirement that the employee submit to a criminal background check, and be determined to be not disqualified by the Department of Human Services prior to working with individuals served.
- A requirement that the employee agree to have their name checked against the Central Registry of Offenders Against Individuals with Developmental Disabilities
- That all employees hired after 6/15/18 shall submit to drug testing prior to employment
- All employees shall submit to drug testing initial, random, and for cause.
- All employees shall complete an application to have their name checked against the Child Abuse Registry Information (CARI).
- COVID-19 considerations:
- Willingness to meet NJ Executive Order 252, which requires employees to be fully vaccinated for COVID-19, including a booster; at minimum one dose is required to begin employment with the expectation to complete subsequent doses.



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Required Training and/or Certifications

- Identify that the employee must successfully complete and demonstrate proficiency in all areas of required training as per DDD Standards.
- CPR, First Aid, Emergency Procedures, Medication Administration (if applicable)

Note:

Four Corners Community Services is an equal opportunity employer that reserves the right to modify this job description as business operations require.

Group Mentors may be relocated to other sites as needed. Due to the nature of this direct care position, only short-term reasonable accommodations will be considered.