



**POSTED:** 5/11/2018  
**POSITION:** YOUTH MENTOR  
**DEPARTMENT:** Youth Programs  
**HOURS:** 15-20 hours (Variable schedule: afternoons, evenings & weekends)  
**WAGE:** \$12.50 per hour

**SUMMARY:**

Responsible for providing life skills training to youth (ages 10-20) with disabilities within their home community and respite for caregivers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Plan and develop leisure and mentorship based on client and family choices.
- Foster friendships and natural supports within the community.
- Develop and maintain positive relationships with all stakeholders including community connections.
- Mentor youth toward attainment of targeted goals.
- Complete case notes.
- Provide input regarding program development and challenges to assist in the identification of creative solutions.
- Interact with clients appropriately and be a positive role model.
- Administer medication or medical procedures as needed
- Focused, but not limited, on creating social and community connections, practicing personal safety skills, and offering life daily skills activities through hands on experiences..
- Care for the personal needs of clients (grooming, transfers, eating, and personal care).
- Other duties may be assigned.
- Follow all safety policies and procedures.

**QUALIFICATIONS:**

• **Education and/or Experience:**

High school diploma or general education degree (GED); one year related experience or training or a combination of experience & training.

• **Language Skills:**

Ability to write routine reports and correspondence.

• **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

• **Transportation:**

Essential duties typically require a valid WI driver's license, a good driving record, and access to an adequately insured vehicle.

***This position's work is categorized as:***

- **Medium Work.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.