

# YOUTH MENTOR PROGRAM COORDINATOR (PC)

The primary responsibility is to promote the growth, well-being and autonomy of the individuals served.

Growth refers to the maturation of the individual in an age-appropriate manner. Well-being requires that the Youth Program Coordinator (YPC) use programs and techniques which reflect the preferences of the individual. Autonomy is the ability of the individual and their family to have control over their environments and life events. The YPC is to assist the individual and their family in defining what autonomy means to them through the outcome assessment process and to ensure that they have the support needed to maintain control over their environments and life events.

## **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Complete a quarterly outcome review with each individual's family to determine personal outcomes for this individual.
2. Attend all plan meetings to discuss a strategy in implementing the outcomes measures ensure that the least restrictive, most appropriate plan is in place to meet the needs and desires of the individual/family requesting services.
3. Complete documentation requirements to include progress reviews on the plan, goals and desires of the person, plan meeting/review minutes, Human Rights and Behavior Support Committee minutes, outcome reviews, etc. Assess need for changes when/if the individual/family expresses dissatisfaction and ensure the plan is modified accordingly.
4. Assess programs/guidelines to ensure the individual is learning the skills that are more adaptive and socially productive.
5. Coordinate and assist individual/family in changes in services and environments: (move to a new apartment, transfer to a new setting, etc.).
6. Attend agency staff meetings, attend at least one Senior Youth Mentor meeting a month, participate in agency sponsored in service training, and enhance professional development by reading, and attending job related workshops and classes.
7. Assist in the tracking and confirming of daily units.
8. Attend family support meetings to discuss services and strategies in working with individuals. Act as a liaison to service providers including West Central Human Service Center, PATH, and school systems to ensure quality services are.
9. Other duties as assigned.

## **QUALIFICATIONS**

### EDUCATION

- Bachelor's degree in Social Work, Social/Behavioral Sciences, Psychology, Education or related fields.

### EXPERIENCE

- At least 1 year of experience working with people with developmental disabilities.

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