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**LIFE SKILLS MENTOR**

**College for Living**

**POSITION SUMMARY:**

The Lifeskills Mentor is responsible for fostering a supportive learning environment and providing appropriate guidance to students as they build independent living skills. Lifeskills Mentors implement identified action steps to enable each College for Living students to achieve his/her educational goals leading to increased independence. This is a part-time hourly position and reports to the College for Living Advisor.

College for Living offers independent living in a campus atmosphere and is tailored to young adults with disabilities. Students enjoy a safe, responsive and nurturing learning environment where they can successfully transition to independent adulthood.

**MINIMUM QUALIFICATIONS:**

Required

* At least 21 years of age
* High School Diploma or equivalent
* Interest supporting people with intellectual and developmental disabilities
* Valid drivers license, current auto insurance, and independent transportation
* Availability for 1-3 shifts per week between the hours of 4pm-8pm
* Availability to occasionally cover additional shifts 4pm-8pm
* Some weekend availability 4pm-8pm

Preferred

* Previous experience working with adults with intellectual disabilities
* Previous experience in educational, mentoring or related settings
* Preferred computer literacy

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Punctuality
* Easy to reach by phone
* Appropriate use of supervision and consultation
* Ensure a safe, clean and comfortable living situation
* Maintain clear and accurate records
* Cooperation, respect, and openness to the insights of others
* Compliance with personnel and service delivery policies of Day Spring Community Living
* Monitor and advocate for the rights and welfare of the College for Living students
* Willingness to learn
* Attendance at required meetings and trainings
* Commitment to building community and modeling the mission of Day Spring.

**RESPONSIBILITIES:**

* Supervise and train College for Living students with the goal of decreasing dependence, increasing self-reliance and fostering an awareness of available community-based resources and natural supports.
* Provides independent living skills instruction to assigned students while evaluating student’s needs and tailors instruction accordingly.
* Responsible for coaching and instruction of small groups and individual students.
* Modifies instructional efforts according to student needs.
* Leads small groups in life skills educational courses and activities. Models appropriate use of resources.
* Understands and provides input into each student’s identified Lifeskills Development Program
* Provide services to each College for Living student that support the goals identified in the individual’s Lifeskills Development Program
* Monitor physical well-being of College for Living students, reporting needs to the College for Living Advisor as they occur.
* Assist students in planning and implementing daily schedules.
* Provide support to student transportation, purchasing, and finances with the goal of maximum independence.
* Completes program required documentation on educational sessions. Actively details observations and/or concerns related to progress and wellness.
* Ensure safe living conditions.
* Empower students to be self-advocates with the consultation of involved parties.
* Serve as liaison with students’ families, as needed
* Under the direction of management staff, operate the residences and provide services in accordance with established Day Spring Community Living policies, KY licensure, HUD guidelines, and Best Practices.
* Offer assistance with dispute resolution and problem-solving.
* Participate in on-call responsibilities for the College for Living, on an as-needed basis
* Perform other duties in support of the College for Living students, as assigned.