



Position Description

Title: Therapeutic Mentor		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title 1000135	Salary Grade:	
Date Approved: 11/26/2016		
Revision Date:	Revision:	

Purpose of Position

Provides for the emotional, physical and recreational care of elementary age children in the community and in after-school groups; documents the day-to-day functioning of the children; and provides support of therapeutic driven activities for elementary age children in the school district. This position works directly with the Therapeutic Mentoring Coordinator to provide services to children. External contacts include parents/guardians for information transfer and coordination of services, and referral agency workers to provide information during staffing.

Major Duties (*Essential Element)

- Plans and implements therapeutic driven activities for the children supervised*
- Assists with after-school groups
- Completes paperwork, including individual support plans, safety plans and individual progress notes, log entries, and time sheets*
- Actively participates in the stress challenge programs at the Meramec Adventure Learning Ranch by providing clients with instruction, guidance, supervision, and controls*
- Completes required annual trainings
- Participates in various agency meetings and trainings as requested
- Participates in additional responsibilities as requested for the benefit of Great Circle
- Extensive travel is essential to this position*

Working Conditions

Work environment varies due to school visits and driving. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a

reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Capable of engaging in strenuous physical activities in the stress challenge programs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Strong customer service focus, excellent time management, oral and written communication skills. Must be able to prioritize multiple tasks
- Able to respond to crisis situations with an appropriate level of urgency and decisiveness
- Must be proficient in Word, Excel and email applications
- Must have a good driving record and be able to obtain a Class E driver's license within 2 weeks of hire

Required Education and Experience

- Bachelor's degree in a human services related field
- Knowledge necessary to successfully fulfill this position's responsibilities include knowledge of child development, and behavior management techniques.
- Skills required include crisis intervention and decision making in crisis situations.
- Self-awareness, patience, and the ability to work independently are essential.
- CPR/First Aid certification are required.
- Capable of engaging in strenuous physical activities in the stress challenge programs.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____