



2426 PARKWAY DRIVE  
MT. PLEASANT, MI 48858  
PHONE: (989) 773-6918  
FAX: (989) 773-1317  
E-mail: hr@mmionline.com

***POSITION AVAILABLE:***

**SUMMER YOUTH EMPLOYMENT MENTOR**

**DESCRIPTION:**

MMI is committed to creating inclusive communities and meaningful connections through employment and training. Community Employment is a work program designed to provide job training and employment opportunities, leading to community integrated employment. The Youth Employment Mentor is part of the participant's employment team and is the person responsible for providing employment and skills training to each assigned participant. The Youth Employment Mentor is responsible for providing training and supports to participants. This position reports to an assigned MMI manager. Work available on a seasonal status for Montcalm, Gratiot and Clare Counties. Bonus paid for successfully completing the program until the end of the Summer.

**MINIMUM QUALIFICATIONS:** Experience working with youth and/or people with disabilities. Able to communicate effectively with all customers including participants, employers, and co-workers. Physically able to provide training to participants on all aspects of the job either with or without accommodations. This position requires Medium Work: Able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently.

**PREFERRED QUALIFICATIONS:** Experience in an employment training program or other community based rehabilitation program. Completion of training relevant to position i.e., First Aid, CPR, Gentle Teaching, Mental Health First Aid, and Sign Language. Teaching degree or experience as a para-professional.

**ESSENTIAL FUNCTIONS:**

1. Serving as a role model, train participants in appropriate work and appearance standards preparing them for community integrated employment.
2. Teach participants to advocate for and solve their own employment related concerns.
3. Engaging participants in meaningful and productive work activities at all times, focusing on employment related skill building.
4. Assume an active role in assisting participants to move to positions of increasing responsibility and independence leading toward community integrated employment.
5. Assess the assigned work, breaking the jobs down to meet each participant's capabilities and needs.
6. Manage assigned work effectively, including meeting timelines, completing and ensuring compliance with job standards and quality requirements by following established procedures.
7. Assume responsibility for the health and safety of participants, self and others, including training and enforcement of safety rules and regulations. Report safety concerns to manager promptly.
8. Support individuals to develop appropriate work traits, including redirection as needed.

9. Prepare and submit reports, forms, and records in compliance with agency timelines, policies and procedures. Maintain accurate records of progress, hours and/or production for each participant.

10. Serve as an advocate for participants by assuring recipient's rights and confidentiality are protected in accordance with agency policy and the Mental Health Code, including completion of incident reports and verbal reporting to manager and/or MMI's Recipient Rights Advisor.

11. Act as liaison between participants, MMI, and all of MMI's customers including but not limited to job site host, parents, funding source representatives, home care and transportation providers, to assure that positive and supportive communication occurs.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.