

The Providence Center

Job Description

Job Title:	Health Mentor Specialist (In SHAPE Program)
Division:	Wellness, Employment and Network Services
Department:	Employment and Educational Services
Location:	530 North Main
Reports To:	EES Manager/In SHAPE Coordinator
FLSA:	Non-Exempt

This is a full-time position, 37.5 hours per week. The hours are as follows:
Monday through Friday 8:00 am – 4:30 pm with an hour for lunch.

SUMMARY

Mentor clients towards a healthier lifestyle through exercise, nutritional counseling and overall wellness.

Responsible for assisting In SHAPE members to develop and implement their personal wellness program. Provides support and education related to physical fitness, nutrition and wellness. Assists in training of volunteer mentors and other mentors as needed. Provides group activity instruction. Works independently without regular supervision in community settings alone with consumers or leading group activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages a caseload of clients to establish and implement individual In SHAPE plans.
- Works collaboratively with clients, program staff and the In SHAPE Coordinator to design and support individual member plans.
- Provides training, monitoring continued reassessment of exercise, nutrition and healthcare commitments.
- Facilitates peer relationships among participants.
- Actively participates in activities with member when support is needed.
- Helps members maintain focus on personal goals.
- Encourages member participation and movement along the continuum of wellness related lifestyle changes.
- Administers fitness assessments as needed and records data.
- Shares member participation and progress other than, or in addition to fitness assessments with In SHAPE Coordinator to assist in documentation for project outcomes.
- Treat consumers with respect.
- Provide supportive counseling.
- Establish attainable health and exercise goals with the consumer.
- Involve consumers, agencies and others in planning.
- Assess consumer's current state of fitness, including exercise and eating habits

- Provide training on equipment, tour of facilities, and guide them towards best exercises for their level of fitness
- Assist consumers in making social connections
- Encourage consumers to attain the highest possible levels of independence.
- Accept the values and lifestyles of consumers.
- Use a flexible approach with a diverse population.
- Participate as a member of a multi-disciplinary team in the development and implementation of therapeutic services, to include working with substance abusers, as it relates to case management.
- Present verbally a synopsis of actual cases as required.
- Accompany consumers to appointments with agencies, clinics, doctors, etc.

Make assessments and provide appropriate crisis interventions and risk management as needed.

- Identify, assess and respond to crisis situations.
- Use a flexible approach with a diverse population.
- Perform in a calm and professional manner during crisis or emergency situations.

Teach consumers adult daily living skills.

- Use a step-by-step process when teaching skills.
- Use positive reinforcement and encouragement.
- Integrate skills training in all aspects of Rehab Plan.
- Use a flexible approach with a diverse population.
- Help form a nutritional plan and assist consumers with food shopping.

Transport consumers in own vehicle or Center van

- Drive carefully and abide by traffic rules.
- Ensure that seat belts are worn by all traveling in Center or employee owned vehicles.

Complete recordkeeping in accordance with Health Information Services (HIS) and other Center requirements within required time frames and abide by Center confidentiality policy.

- Complete daily activity logs/encounter forms.
- Complete progress notes with appropriate format.
- Develop and implement a plan of care with ongoing consumer input.
- Complete a clear, specific, behaviorally oriented treatment plan as required, with consumer signature.
- Monitor confidentiality in accordance with Center policy and legal requirements.
- Complete required reports and evaluations (MHPRR checklist, Psycho-social form).
- Follow required office procedures in a cooperative manner.
- Initiate and process incident reports as per Center guidelines.
- Adhere to Infection Control protocols.

Maintain cooperative relationships with Center staff, consumers, community agencies and the public.

- Communicate with various local agencies and other departments or teams at The Center.

- Work in cooperation with co-workers and supervisory staff.
- Deal with team members regarding problems in a constructive manner.
- Accept and use direction and supervision.
- Benefit from constructive criticism.

Attend trainings, case presentations and conferences.

- Provide feedback to staff on the content of educational programs attended.
- Attend mandatory in-service trainings and other trainings required.

OCCASIONAL DUTIES:

- Serve on appropriate Center committees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Health Science, Social Work, Rehabilitation, Psychology, Education or related field. Personal Trainer Certification. Interpersonal/relation building skills; Experience working collaboratively with one or more individuals to help accomplish a goal or behavior change. Organizational skills; ability to manage own schedule with clients and group commitment, ability to manage a balance of direct care and documentation responsibilities. Experience and or training in motivational interviewing and motivational strategy building. Physically active, readily identifies and believes in the holistic benefits of good health. A commitment to decreased health disparity, and social stigma for individuals with mental illness.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and insured auto. Must have or works towards a personal trainer certification.

OTHER SKILLS AND ABILITIES

Must be able to work flexible hours including evenings.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel objects, or controls; talk or hear; and smell. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel or crouch. The employee is occasionally required to sit. The employee must regularly lift

and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.