



The Arc Gateway, Inc. Job Description

Job Title: Mentors Assisting through Exploration and Support (MATES)
Department: Arc Gateway Program for Adult Learning and Support (PALS)
Reports To: PALS MATES Coordinator

SUMMARY Assist in campus and community inclusion of individuals with intellectual and developmental disabilities. MATES play an integral part in helping PALS students achieve their academic, personal, social, and lifelong goals. MATES may partner with PALS students in one or more of the following areas: Campus Clubs, Events, Exercise, Lunch, On the Job Training (Internships), Planning, and Studying.

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

1. Work with PALS student(s) to identify goals, create a plan of action, and schedule time accordingly.
2. Meet with PALS student(s) as scheduled.
3. Assist student with needs while encouraging independence through positive reinforcement.
4. Attend PALS training as required and submit documentation to PALS MATES Coordinator.
5. Assist the individual to develop specific on-the-job skills necessary for successful employment.
4. Maintain accurate records of time spent with each student as directed.
5. Maintain communication with PALS staff to discuss progress, obstacles, opportunities, and successes.
6. Report any and all incidents to PALS MATES Coordinator and/or PALS Director immediately.
7. Accurately complete required reporting and ensure it is turned in on time.
8. Maintain timesheet of services and submit as required.
9. Ensure safety of PALS students.
10. Maintain confidentiality of PALS student information.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

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. Successful results of a criminal background check.

EDUCATION and/or EXPERIENCE Current enrollment at Pensacola State College, or other college/university, and have completed at least one semester of courses with a minimum 2.0 GPA. Must be proficient in oral and written communication and able to tend to detail.

LANGUAGE SKILLS Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from persons served, regulatory agencies, or members of the business community. Ability to write speeches and article for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

MATHEMATICAL SKILLS Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

