

# CIHS--Expectations of Participating Families & Mentors

## Families

- maintain a consistent schedule; provide advanced notice if the schedule needs to be revised
  - obtain prior approval from the supervisor for significant changes to the schedule
  - be present and provide needed guidance while the mentor and child get to know each other
  - keep scheduled appointments and/or meetings; provide timely notice of need to cancel
  - be available by phone during scheduled community habilitation sessions
  - return home at the end of the mentor's scheduled session
  - allow the mentor to implement the plan(s) --let them take the lead
  - implement the plan(s) to the best of your ability to maintain consistency for your child
  - give positive feedback and encouragement to the mentor for doing a good job
  - address concerns in a timely fashion directly and when necessary, contact the supervisor
  - maintain professional boundaries--the mentor is there to work with the child.
  - communicate and behave appropriately and respectfully
  - provide notification of changes e.g., medication, educational program, educational goals and/or behavior plan, medical issues/concerns, contact info
  - understand that mentors are required to participate in training and consultations that may occur during a scheduled session with your child
  - sign timesheets only after reviewing the content
  - complete the training requirements
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## Mentors

- maintain a consistent schedule; provide advanced notice if the schedule needs to be revised
- obtain prior approval from the supervisor for significant changes to the schedule
- communicate and behave appropriately and respectfully
- implement the community habilitation and if applicable, behavior plan utilizing strategies learned through training
- communicate progress with the family regularly
- address concerns in a timely fashion with the family and when necessary, the supervisor and or resource team member
- utilize free/low cost activities whenever possible
- maintain a modest professional appearance, keeping in mind the family's values, cultural norms and the child's age and gender
- maintain the child and family's privacy
- model appropriate behavior
- maintain professional boundaries
- understand requirements for training and consultation and keep track of your progress

### ***Not Acceptable***

- accepting money in exchange for favors or service for any reason(excludes activity fees)
- expecting meals to be provided during their work hours
- making or receiving personal calls or texts, surfing the web for personal reasons during work sessions
- giving medication
- no show, no call
- watching siblings or other children
- engaging in activities outside the scope of the job