

JOB DESCRIPTION

Position Overview

Position Title:	Life Skills Coach - I	Date:	10-6-21
Department:	Social Services		Y N
Position Location:	Community	Budgetary responsibilities:	<input checked="" type="radio"/> <input type="radio"/>
Position reports to:	Service Coordinator/ Director of Long term Services	Supervisory responsibilities:	<input checked="" type="radio"/> <input type="radio"/>
		# EE'S:	

Position Details

<input checked="" type="radio"/> Full Time	<input type="radio"/> Temporary	<input type="radio"/> Exempt
<input type="radio"/> Part Time	<input type="radio"/> Intern	<input checked="" type="radio"/> Non-Exempt

Summary:

The Life Skills Coach is an active team member of a team providing supported living services to individuals within the community. The Life Skills Coach delivers direct care services to the individuals through instruction, guidance, and example. They are responsible for assuring quality services and a well maintained living environment.

Essential Responsibilities:

- Assist in completing assessments and implement training and behavior programs as assigned by the Service Coordinator.
- Maintain accurate and thorough documentation as related to individual training programs as identified in the Individual Service Plan (ISP). Documentation (goals, shift notes, incident reports and communication log between house and vocational day/hab program) should be completed by the end of the shift, but no later than 48 hours after provision of services.
- Provide individual(s) with skill training, as identified in ISP. Areas may include but not limited to: personal hygiene, clothing care, transportation, medication management, money management, recreation, meal planning and preparation, social skills, communication, community resources, and personal safety.
- Provide individual transportation as needed, per Inspiring Lives/PVMI policy. (Are expected to utilize personal vehicle)
- Attend and contribute to staff meetings as indicated.
- May be asked to attend and contribute to Inter Disciplinary Team (IDT) meetings.
- Communicate respectfully and effectively with supervisors, peers, clients, and IDT members.
- Knowledgeable of individual histories and keeps up to date with current progress.

- Demonstrates flexibility and willingness in meeting individual, family and agency needs.
- Assures a safe and well maintained home by completing all necessary chores and involving the individuals in daily responsibilities.
- Safeguards individual and household funds by recording all income and expenditures, obtaining all receipts, and recording the necessary information on receipts.
- Assists in identifying needed resources for the home and purchasing groceries and household items.
- Complete regular monitoring checks at least every hour, or more as needed.

Key Competencies:

- Strong communication and interpersonal skills.
- Excellent organization and time management skills.
- Ability to utilize electronic documentation.

General Expectations for all employees:

- Knowledge of and adherence to the organization's philosophy, policies and procedures.
- Follow all licensing rules and regulations as set forth by the State of Iowa and regulated by the Iowa Department of Inspections and Appeals, Department of Human Services, as well as all other external regulatory requirements.
- Maintain professionalism in appearance and attitude with administration, employees and clients.
- Be honest, cordial, dependable, confidential and flexible to positively represent the organization.
- Continuously exercise good judgment and desire to learn new skills.
- Participate in continuing education programs and attend all required in-service trainings.
- Keep supervisor appropriately informed of all matters that require their attention.
- Prepared to perform Crisis Prevention Intervention techniques when necessary.
- Free of chemical dependency and communicable diseases per IAC57.
- Complete and maintain dependent adult and child abuse training and adhere to the reporting requirements.
- No founded adult abuse or child abuse and Medicaid/Medicare sanctions.
- Certify in CPR, First Aid, and CPI.
- Pass checks background.
- Valid driver's license, with driving record meeting Inspiring Lives/PVMI insurance requirements.
- Perform other duties as assigned.

Qualifications:

- At least 18 years of age, prefer a high school diploma or equivalent.
- Experience in direct care and/or other work with people with disabilities.

Physical Requirements:

- Ability to coordinate repetitive use and movement of arms and hands $\geq 75\%$ of shift.
- Full range of body motion, manual dexterity and eye- hand coordination.
- Requires normal range of vision and hearing.
- Ability to lift 25# above head, 35# to waist and be able to assist another individual, with proper device, to a sitting/standing position.
- Must be able to lift and carry groceries, complete housework (vacuuming, mopping, etc.), bend to clean, move light furniture for cleaning, reaching into cupboards, reaching down into cupboards, reaching into the washer and dryer to remove clothing, carrying trash, pulling trash to the curb, etc.
- Requires frequent standing, bending, stooping, reaching, stretching, kneeling, climbing, lifting, balancing, and negotiating stairs.
- Ability to grasp, push and pull furniture and equipment.

I have reviewed the expectations of this position and have checked the following, which best describes my ability to perform the requirements of the job:

- ☐ I can perform them.
- ☐ I can perform them but will require certain job modifications.
- ☐ I am uncertain whether I can perform them.
- ☐ I am unable to perform them.

I understand the details provided herein are intended to describe the general nature of work being performed. This is not intended to be an exhaustive list of all responsibilities, duties and skills required. I have read the job description and been provided with sufficient opportunity to ask questions and received additional information regarding this position.

Signature: _____ Date: _____