

# JOB DESCRIPTION

## Position Overview

Position Title:	<b>Transitional Life Skills Coach (TC)</b>	Date:	11/27/2023
Department:	Clinical	Y	N
Position Location:	Community	Budgetary responsibilities:	<input type="radio"/> <input checked="" type="radio"/>
Position reports to:	Service Coordinator & Program Manager	Supervisory responsibilities:	<input type="radio"/> <input checked="" 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 Transitional Life Skills Coach (TC) is responsible for implementing skill acquisitions and behavior modifying treatment plans. The TC will assist clients with day-to-day activities, observe and document their mental health symptoms and behavior, and implement interventions to reduce, manage, and/or modify behavior and mental health symptoms.

### **Essential Responsibilities:**

- Responsible for program implementation with primary purpose of increasing clients abilities and/or skills, teaching opportunities to increase independence, and provide outcome based services individualized to clients wants/needs
- Lead therapeutic activities (learning and practicing prosocial coping skills, health relationships, medication management, symptom management, etc.)
- Help with learning life skills (cooking, eating, grocery shopping, making and attending appointments, money management)
- Lead recreational activities (i.e., drawing, arts/crafts, make greeting cards, set up a movie, games, puzzles)
- Observe, document, and communicate symptoms changes, mental and/or physical condition, and other relevant information
- Implement therapeutic programs as identified in ISP
- Provide care to individuals in a manner that promotes safety, comfort and a therapeutic environment.
- Assist individuals with activities of daily living, addressing identified needs with in Individual Service Plan (ISP)
- Provide assistance in crisis intervention

- Implement behavioral modification techniques and other therapeutic programming based on individual needs
- Arrange and assist in community integration
- Complete all documentation requirements to meet policy, procedure and Iowa Administrative Code
- Administer medications (non facility sites)
- Review progress notes and electronic communication at the beginning of each shift.
- Participate in orientation of new clients
- Participate in team meeting
- Provide transportation as related to individual needs identified in ISP

**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.
- Ability to interact and establish positive working relationships.
- 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 mandatory 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.
- No history of adult/child abuse, and cleared for employment by DCI and no Medicaid/Medicare sanctions.
- Valid driver's license and insurability by Inspiring Lives/PVMI.
- Perform other duties as assigned.
- Willingness to travel to various sites in NEI- bringing services to the clients we serve.

**Qualifications:**

- Required: High school diploma and 1 year of experience with Serious & Persistent Mental illness (SPMI)

**Physical Requirements:**

- Must be able to stand on feet and remain mobile for approximately 8 hours.

- Frequently positions self safely and appropriately bend, stoop, stretch, kneel, climb, balance, and negotiate stairs using a full range of body motion, manual dexterity and hand-eye coordination.
- Grasp, push, and pull furniture and equipment of up to 50 pounds occasionally and up to 100 pounds seldom.
- Safely lift (from floor to waist) up to 25 pounds frequently, 50 pounds occasionally, and 75 pounds seldom.
- Properly execute physical intervention techniques immediately.

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: \_\_\_\_\_