



Job Title

Life Skills Tutor

Job Description Overview

The Life Skills Tutor is one member of a direct service support team that helps adults with disabilities that Center for Independent Futures (CIF) serves. The Life Skills Tutor is responsible for teaching and coaching clients (participants) in a one-on-one setting on a weekly basis with the goal of developing daily living skills for the clients (participants) to gain independence and live full lives.

The Life Skills Tutor reports to a Community Life Coordinator and the Direct Services Program Director.

Job Responsibilities

The Life Skills Tutor manages the following responsibilities:

- Works one-on-one with several clients (participants) to determine and track personal goals with the support of the individual client's (participant's) family and guidance from CIF's Skills Inventory and My Full Life™ processes
- Models and teaches effective independent living skills in the client's (participant's) home, at work, and in the community
- Utilizes Direct Service Training, CIF tools, and My Full Life™ platform to help client (participant) develop skills and problem solve
- Maintains confidentiality and professional boundaries with clients (participants) while cultivating a trusting, peer-to-peer relationship
- Acts as a secondary support to other members of the client's (participant's) direct service team in communications with family and staff
- Communicates regularly (daily, weekly, and as needed) by email, phone, text message, and in-person to update the support team on client (participant) progress and support needs
- Attends staff trainings and scheduled staff meetings, and family meetings as needed

Required Skills, Experience and Knowledge

The Life Skills Tutor must have:

- Two years of college experience, related work experience post-high school or Associate's degree
- Two years or more of documented work experience in a social work, mental health, disability services field and/or an educational setting

- Prior work experience as a member of an interdisciplinary collaborative team providing support services to persons with mental health challenges, who may also have a secondary diagnosis of ID/IDD
- Excellent communication and organization skills
- Demonstrated ability in problem-solving, creative thinking and taking the initiative
- Demonstrated ability to maintain a high degree of confidentiality
- Exposure to and familiarity with working with office products such as Microsoft Office (Word and Excel) and/or Google Workspace (Google Mail, Calendar, Docs and Sheets)

Other Requirements

- Must have reliable mode of transportation to attend 2-5 appointments during the day at various locations
- Flexibility to receive/initiate work-related communications outside of assigned tutoring hours
- Willingness to work evening and weekend hours

Preferences

- Bachelor's or Master's degree preferred.
- Two years or more of documented work experience in a social work, mental health, disability services field and/or an educational setting
- Prior work experience as a member of an interdisciplinary collaborative team providing support services to persons with mental health challenges, who may also have a secondary diagnosis of ID/IDD

Job Schedule

Possibility for full-time or part-time work based on candidate's schedule and available tutoring hours. Job may require evening and weekend hours.