



## **Job Title**

Life Skills Coach

## **Job Description Overview**

The Life Skills Coach is one member of a direct service support team that helps adults with disabilities that Center for Independent Futures (CIF) serves. The Life Skills Coach is responsible for guiding, collaborating 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 Coach reports to a Community Life Coordinator and the Direct Services Program Director.

## **Job Responsibilities**

The Life Skills Coach handles 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 in order 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 Coach must have:

- Bachelor's Degree strongly 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
- Excellent communication skills
- Excellent organization skills
- Demonstrated ability in problem-solving
- Demonstrated ability to think creatively
- Demonstrated ability to take initiative
- Demonstrated ability to maintain a high degree of confidentiality
- Strong proficiency working with Microsoft Word.
- Exposure and familiarity with Microsoft Office products including Outlook, Excel, and PowerPoint
- Strong proficiency working with Google Product Suite including Google Mail, Calendar, Docs, and Sheets.

### **Other Requirements**

- Must have a reliable mode of transportation to attend 2-4 appointments during the day at various locations
- Flexibility to receive/initiate work-related communications outside of assigned coaching hours
- Willingness to work some evening and weekend hours

### **Job Schedule**

This job is part-time and projected weekly hours vary based on client (participant) schedules and could be 10-20 hours per week.