



# Center for Independent Futures

## **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 every week to develop daily living skills for the clients (participants) to gain independence and live full lives. In addition, the Life Skills Coach may also facilitate group activities for our clients (participants).

The Life Skills Coach reports to a Service Coordinator and the Director of Programs and Services.

## **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 the 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 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
- Organizes and facilitates group activities as needed to model and teach social interaction and independent living skills in a group setting while maintaining a relaxed, social environment.

## **Required Skills, Experience, and Knowledge**

The Life Skills Coach must have:

- Bachelor's Degree
- Two years or more of documented work experience in social work, mental health, disability services field, and 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 organizational 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 Word, 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**

For full-time jobs, the projected weekly hours are 40 hours per week. For part-time schedules, weekly hours could be 10-25 hours per week.