

Position: Independent Living Coach (ILC)

Job Description: The Independent Living Coach (ILC) provides case management and life skills coaching to residents in a transitional housing program for youth experiencing homelessness between the ages of 16-20 in a collaborative, team-oriented work environment. The ILC's services are geared towards identifying barriers to and developing skills towards independent living. Delivery focus is on individualized, person-centered, strength-based approaches that empower residents to further education, career and life skills. The ILC is a part-time hourly non-exempt position for 20-25 hours per week, with some flexibility in work schedule. This position reports to the Program Director.

Responsibilities:

- Provide direct care service and case management to a minimum of 3-4 residents
- Case management: Set up SNAP, Medicaid, and other eligible state and federal benefits. Facilitate access to health services, and obtaining IDs and other types of documentation.
- Life skills coaching: Schedule regular check-ins with residents to ensure they are being productive and organized. Help set goals and priorities for residents that help them achieve skills necessary for independent living, including: teaching financial literacy, employment skills and educational attainment. Develop individual intervention plans in collaboration with other staff.
- Coordinate with other local providers to ensure best treatment plan for residents requiring more in-depth services.
- Meet with new residents to ensure they are oriented to the program and have what they need to be successful.
- Work with residents transitioning out of Stepping Stones to ensure they have safe, adequate housing.
- Maintain all appropriate documentation for case files and service delivery reports.
- Address crises that may occur with residents. Assess the situation and take appropriate steps for continuity of care.
- Attend weekly staff meetings.
- Work with staff to address and document infractions to hold residents responsible for their actions and to achieve a consistent staff response.
- Develop life skills lessons and learning plans in collaboration with the Program Director and other staff.
- Work with each resident to secure permanent housing upon exiting Stepping Stones.
- Coordinate program evaluation measurements and surveys for residents as they work through the program.
- Observe and follow personnel policies and practice principals and techniques in Direct Care Manual
- Take approximately one week-long, paid, night time on-call shift per month.
- Other duties as assigned.

Qualifications:

- Advanced Education and or experience in Social Work, Counseling, Psychology, or other related field. Bachelor's Degree preferred.
- Must be at least 21 years of age and demonstrate high level of maturity.
- Must have vehicle in good working condition, insurance and good driving record.
- Previous experience in working with youth, particularly teenagers.
- Strong interpersonal skills/ability to communicate clearly and concisely in both verbal and written communication.
- Must work collaboratively to provide services in a strong and supportive team environment.
- Ability to work independently and make appropriate decisions regarding youth.
- Demonstrate tact/diplomacy/patience/judgment while working with youth in program.