



GOOD-2-GO OREGON JOB DESCRIPTION LIFE SKILLS COACH

Job Title: Life Skills Coach
Status: Non Exempt

JOB SUMMARY: The Life Skills Coach, (LSC) helps to develop and implement the member's individual service plan, (I.S.P.) including: skills training, case management, intervention and advocacy. Services are provided in a 1:1 community setting and in the member's home. Services can also be implemented with other G2G members in 1:2 and Small Group Inclusion opportunities.

DUTIES AND RESPONSIBILITIES:

- Conducts in home training in daily living skills (ADLs)
- Conducts community training in resources and transportation use
- Provides money management services such as budgeting
- Assists the member to access and use available entitlement benefits
- Assists the member to complete all reporting requirements for benefits
- Monitors health and medical needs
- Identifies home or community health and safety hazards
- Advocates for the member whenever necessary
- Assists the members to develop personal goals and decision making
- Works with the support circle to identify and address problems
- Provides problem solving support in social and interpersonal situations
- Intervenes in crisis situations, locates necessary resources and coordinates services
- Documents all services and makes recommendations for additional support
- Completes current status reports when requested and helps develop the service plan for ISP meetings
- Perform other related duties as required or assigned, and especially with regard to serving the members.
- Must be able to attend staff meetings
- Must work with administrative team annually in completing updated member-file updates
- Must be able to submit time-worked, documentation, mileage, and administrative time entries by established deadlines.
- Must be able to submit all necessary paperwork by established timelines.
- Must be willing to perform work within the ethical, professional, and established guidelines as put forth by the agency.
- Must be able to meet members on a consistent basis as required to provide identified services.
- Must attend required trainings throughout the year in order to acquire a minimum of 12 CEU's per year.
- Good-2-Go utilizes mobile electronic clock-in and requires the use of personal mobile smart phones. All employees are required to have a personal smartphone.

SKILLS AND EDUCATIONAL REQUIREMENTS:

Must demonstrate the ability to communicate effectively both verbally and in writing. Verbal communication must be professional, appropriate, and sensitive to the disability barriers experienced by G2G members.

- Must be able to produce professionally written, grammatically correct, documents.
- Must demonstrate basic computer skills with the ability to access and use the Google Platform and Good-2-Go Customer Management System via internet.
- Must be able to Type 40 words per minute.
- Must acquire and maintain the appropriate Basic First Aid and CPR certification
- Valid Driver's License



A bachelor's degree in psychology, sociology, social work or a related field strongly preferred. A combination of paid or volunteer experience and education . Experience working within the community of developmentally disabled people is preferred.

REQUIRED EQUIPMENT

- Reliable Transportation
- Good-2-Go utilizes mobile electronic clock-in and requires the use of personal mobile smart phones. All employees are required to have a personal smartphone.

WORKING CONDITIONS:

Use of own vehicle for traveling to member's apartments and intermittent transporting of members.

Conditions will vary, with member apartment and location services are provided in the community.

SCHEDULING & EMPLOYMENT STATUS

Work schedule of the LSC will vary depending on their stated availability. Occasional weekends may be required.

Must be open to all assignments and willing to work in one adjacent city.

Good-2-Go Oregon utilizes a centralized scheduling system.

Full Time Status = New Staff will likely be scheduled at approximately 38-40 hours a week client hours to account for scheduling changes throughout the week. (Full Time staff are required to work a minimum of 30 hours to maintain FT status)

Part Time Status = Staff will be assigned a minimum of 20 hours a week of in field hours.

JOB CONDITIONS:

- Must be able to lift up to 25lbs.
- Any potential hazards associated with driving a vehicle
- Glucose testing needles may be present
- Walking, getting in and out of your vehicle and climbing up/down stairs
- Burns associated with preparation of member's meals
- Potential for injury during members' seizure
- Potential angry outburst from a member
- Any hazards that may be encountered inside consumers' homes and in the community.

Staff Signature

Date

Print Name