

Providence Housing Development Corporation
Job Description

POSITION TITLE:	Life Skills Specialist	STATUS:	Non -Exempt
DEPARTMENT:	Grants and Program Administration	W/C#	8857
		EEO #	2
		GRADE LEVEL:	26

PRIMARY FUNCTIONS:

To provide life skills education to program participants to maintain and achieve the most independent living possible.

SPECIFIC DUTIES:

1. Evaluate participants performance of Instrumental Activities of Daily Living (sleep, rest, education, work, play/leisure, social participation, using the telephone, shopping, preparing meals, managing mail, housekeeping, using transportation, taking medication(s), and managing finances etc) and develop a Individual Program Plan with the participant to work on identified skills.
2. Evaluate participants performance skills that support or interfere with participation in meaning life roles and improve self-sufficiency.
3. Develop intervention sessions using activities to teach and practice new skills and when possible develop actual opportunity to engage in needed tasks such as work or grocery shopping.
4. Maintain daily case records on all persons contacted and served.
5. Attend scheduled staff and community meetings and training sessions.
6. Prepare a brief monthly report of work being completed and highlight accomplishments, as well as current challenges of assigned case load.
7. Determine participants need for life skills education by assisting in initial intake procedures, including information meetings and review/interview of applicants.
8. Complete Individual Program Plan with participant within thirty days of move-in and monitor progress toward goals on a regular basis. Identify resources for achieving goals.
9. Provide crisis intervention services to points of entry according to referrals and on-call needs as necessary for delivery of service.
10. Educate and assist participants with nutritional and personal hygiene needs and other Activities of Daily Living.
11. Advocate for participants with other agencies for services as necessary.
12. Ensure adequate coordination, appropriate communication and maximum cooperation between all sources of support and services.
13. Complete household inspections as instructed as part of the Individual's Program Plan.
14. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Family Life Coach Supervisor

QUALIFICATIONS:

- Bachelor's Degree in Human Services or related field and one year of paid experience working with the homeless and persons with disabilities and/or chronic illness.
- Associate Degree in Human Services or related field and two years of paid experience working with the homeless and persons with disabilities and/or chronic illness.
- Experience with Homeless Management Information System, helping people apply for Temporary Housing Assistance

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ADDITIONAL REQUIREMENTS:

- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and teamwork through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality of all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 20 lbs.;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name