

CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: Changing lives, building families, strengthening communities.

Job Description: Project Independence Life Skills Success Coach

Employee name: _____ ID#: _____ Date: _____

Reports to: PI Program Director
Nonexempt, Full-time

Supervises: Number of direct reports ____

Date of Hire: _____

Length of time in current position: ____ months ____ years

Select one of the following: • New Hire/New Position • 6 Month Performance Review • Annual Performance Review

Job Requirements

Summary: This position is responsible for providing home management, job and life skills education to program participants.

Minimum Education: High school diploma required, Bachelor's Degree in social work or related field preferred.

Minimum Work Experience: 2 years in child, youth, and family services.

Required Licenses/Certifications: Professional licensure if applicable to degree. Valid Alabama driver license and auto insurance minimum liability 100/300.

Required Skills, Knowledge, and Abilities: Excellent leadership and organizational skills. Excellent interpersonal, verbal and written communication skills. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to establish good rapport with pregnant and/or parenting teens or/ young adults and to teach, coach, and model positive parenting and basic independent living skills necessary for successful transition into independence. Ability to work with a team while evidencing ability to think critically. Ability to plan and work independently as directed by the Program Director. Ability to provide services in a culturally sensitive manner. Understanding of trauma informed care and positive youth development.

Required Internal Certification/Trainings: Bi-annual TB skin test/medical report

List any physical requirements: Travel, some overnight. Ability to work flexible hours; provide 24/7 on call response. Able to lift/push up to 30 lbs. Able to bend and stand without support. Able to walk up/down stairs without support.

Essential Functions of Position

1. Attends weekly program staff meetings, optional conferences, and other selected special events as needed; attends monthly All-Staff meetings, assists clients on establishing home management skills and life skills.
2. Provides all services with a positive youth development and trauma informed approach.
3. Responsible for onboarding new program participants including but not limited to reviewing Success Guide, completing move-in paperwork, reviewing apartment safety protocols, fire safety and storm plans
4. Ensures that youth file checklist is completed within 90 days of onboarding program participants
5. Serves on the youth/family TLP team; participates in the TL planning and review process;
6. Assists the youth in implementing their ILTP, particularly relating to education and job preparation;
7. Monitors and documents youth ITLP goals
8. Serves as primary staff responsible for linking youth to community resources and following up as needed
9. Participates actively in the agency PQI process and serves on agency committees as nominated.
10. Serves as on-call staff in rotation with other program staff.
11. Assists with program needs/ tasks as instructed by Program Director.

Employee Signature

Supervisor Signature

Date