

Job Description

Position Title: Life Coach

FSLA: Non-Exempt

Base location options: Habilitation Home Residential Care Facility Satellite

Job Summary

The Life Coach is a critical provider of quality supports to customers receiving transitional living services, a division of 43 North Iowa. He/she is responsible for helping clients learn and practice skills to help them prepare to live an independent life in the community. Coaches are responsible for implementing the individual service plan, facilitating natural supports, and ensuring that individuals have the support they need to meet their goals.

Duties and Responsibilities

1. Provide transitional living supports to promote successful participation in programming and individual treatment goals.
2. Assist individuals in developing rehabilitation skills in areas, including, but not limited to, symptom management, medication management, personal health and hygiene, housekeeping and laundry, budgeting and money management, meal planning and preparation, transportation, and applications for entitlements or other services.
3. Facilitate the effective use of free time to promote integration and community engagement, including employment, education, volunteering.
4. Assess issues of concern with individuals receiving transitional living supports and promptly report issues to the administrators, qualified mental health professionals or service coordinators.
5. Teach basic safety and emergency procedures, including reviewing crisis plans.
6. Advocate for client rights and facilitate the effective use of services through individual choice.
7. Ensure that all necessary medical, psychiatric, therapy and other service-related appointments are scheduled and attended, documenting reasons for missed appointments.
8. Assist in leading groups and planned activities, as well as completing general daily housekeeping and/or meal preparation duties to help maintain a healthy, safe, and clean-living environment.
9. Accurately complete all documentation within required timeframes.
10. Maintain effective communication with management, colleagues and between shifts, reporting all key events within established timeframes.
11. Coordinate schedules and priorities with management and co-workers to ensure staffing needs are met.
12. Participate in departmental and agency meetings. Provide input to other team members and volunteer to share responsibilities that contribute to the success of the team.
13. Carry out additional responsibilities as identified and assigned to fulfill the 43 North Iowa mission.

Qualifications

1. Associate of Arts Degree in Human Services preferred or a combination of education and relevant experience equivalent to an Associate of Art's Degree
2. Ability to relate to and effectively communicate a diverse set of solutions
3. Ability to express ideas clearly and concisely, orally and in writing
4. Must be computer literate with proficient skills in the use of email and Word
5. Self-directed, highly motivated worker who can work independently
6. Willingness to work on all shifts, weekends, and holidays
7. Must possess a valid Iowa State Driver's License and maintain a favorable driving record according to the Department of Motor Vehicles
8. Must possess private auto liability insurance and submit written verification of the same
9. Must be willing to engage in ongoing professional development and secure and maintain certifications as recommended by supervisor within required timeframes
10. Willingness to participate in community activities to promote the mission of 43 North Iowa
11. Ability to anticipate problems and develop contingency plans to deal with them as well as evaluate and implement alternative courses of action
12. Ability to continue a course of action in the face of adversity
13. Must have the ability to lift up to 40 lbs.

Approved:

Manager

Date

Employee

Date