

Spina Bifida Association of Western Pennsylvania

Job Title: Life Skills Coordinator

Job Category: Full Time, Exempt

Supervisor: Adult Services Management Staff

Job Summary: The Life Skills Coordinator provides professional level leadership and coordination of the curriculum program components for both staff and participants of the association. Develops and implements training programs that support the participants educational needs related, but not limited to: health care, self care, menu planning, shopping, cooking, budgeting, transportation, cleaning. Provides care, training and supervision for participants, assists in the assessment and implementation of the Individual Goal Plan for all participants.

Life Skills Support

1. Conducts assessments with participants to determine learning and functional skill needs to maximize independence. Writes required reports.
2. Sets goals, defines instructional strategies, and determines the amount of assistance needed to meet those goals in conjunction with the participant.
3. Develops and implements curriculum training materials and activities to promote mastery of skills in all areas.
4. Teaches skills, adapts tasks, and provides physical assistance at a level consistent with each individual's capabilities, limitations and goals. These include, but are not limited to: health care, self care, menu planning, grocery shopping, cooking, budgeting, cleaning, transportation, organization of living environment, scheduling of appointments, daily decision making, and transportation.
5. Seeks new/varied methods of teaching/reinforcing needed skills in order to keep the participants engaged.
6. Encourages each participant to take a leading role in the development and implementation of his/her individualized goal plan.
7. Communicates and documents the participants program goals and progress in order for the staff to support and reinforce the training.
8. Participates in goal planning, progress, and discharge planning meetings with the association participant, staff, family, external agencies, and others critical to the planning process.
9. Participates in the writing of required reports for external agencies and ensures the timely and thorough submission of all reports and records.
10. Completes the vocational and community based assessments and evaluations.

11. Assists all participants in arranging for transportation.

Program Support

1. Maintains positive and professional relationships with program participants, family members, and significant others in support of the participants, agency representatives.
2. Promotes the services of the association to individuals, family members, and community agencies, and identifies potential participants.
3. Develops connections which foster positive program outcomes with community agencies, businesses, educational institutions, housing providers, transportation providers, and related human service agencies.
4. Encourages and supports the socialization needs and skill development of each participant.
5. Works with association staff to continually review and improve the program to ensure appropriateness and value of training.
6. Supports and carries out the philosophy, goals, objectives, and mission of the organization.
7. Assists with all aspects of program delivery, including the personal care of the participants as needed.
8. Ensures the ongoing safety and well being of all participants.
9. Participates in the team delivery of services by effectively communicating to both program management and staff members a summary of activities completed and/or problems encountered.
10. Seeks every opportunity to further the development and promote the work of SBAWP, including but not limited to, publications, research, and presentations.
11. Provides direction and consultation to others in the care and management of persons with disabilities.
12. Manages association resources effectively and efficiently.
13. Advocates for persons with disabilities.

Staff Responsibilities

1. Follows all policies as required by SBAWP, accreditation and licensing agencies.
2. Identifies staff educational needs and works with appropriate people to meet those needs.
3. Attends all scheduled staff meetings.
4. Oversees the use of all buildings and equipment owned, used or leased by the organization to avoid unnecessary damage and unwarranted wear. Reports damage and repair needs to the manager immediately.
5. Represents the SBAWP as a leader in providing direct program services.
6. Understands and applies skills and knowledge related to the safety and emergency procedures, self care routines, cognitive limitations, and basic teaching skills.
7. Completes all assigned duties in the allotted time frame.
8. Demonstrates commitment to the individuals being served through professional presentation of self and through initiative, enthusiasm, and flexibility.
9. Remains current through the related literature and technology. Supports a spirit of inquiry and innovation in practice.

10. Accepts responsibility for professional development.
11. Identifies potential risks and investigates incidents. Takes appropriate corrective action and evaluates effectiveness.
12. Maintains competency in CPR, first aid, and personal care components of the role.
13. Participates in the orientation of new staff.
14. Maintains confidentiality.
15. Performs other duties as assigned.

QUALIFICATIONS

Required: High school graduate or equivalent
Bachelor's degree in education, special education, social services, psychology, rehabilitative services, health care or related field
Experience working with persons with disabilities
Ability to bend/lift/assist with physical care
Flexibility in scheduling
Valid PA driver's license
Screen and be free of mycobacterium tuberculosis
FBI fingerprint clearance
Act 33/34 clearance

Preferred: CPR and first aid certification

My signature below verifies that I have read and accept duties and responsibilities in this job description:

Employee Signature

Date

Original: 12/12/04
Revised: 3/16/10

