Independent Living Skills Coach

Make a difference every day. As an Independent Living Skills Coach, you'll empower adults with disabilities and mental health conditions to build independence, achieve personal goals, and thrive in their communities. Join a supportive team that values flexibility, growth, and person-centered services.

Summary of Job Description

Teaching skills. Building confidence. Empowering independence.

Make a meaningful impact by helping adults with disabilities and mental health conditions achieve their goals and increase independence. Independent Living Skills Coaches provide individualized teaching and coaching to help people build practical life skills, connect with community resources, and participate in meaningful areas of interest in their communities. The position also requires the completion and maintenance of thorough caseload documentation. Successful coaches represent Reach for Resources with integrity, professionalism, and respect in every interaction.

Pay: $19/hr + Mileage reimbursement for eligible work-related travel + Benefits

Essential Job Duties

1. Individuals Served

- Promote independence by helping individuals build and strengthen life skills through coaching, teaching, problem-solving, and connecting them with community resources.
- Empower people to take an active role in their daily lives by providing the support, guidance, and encouragement needed to achieve their goals and do as much as possible for themselves.
- Take ownership of tracking progress and outcomes for your assigned caseload by developing person-centered goal plans with input from each individual and their support team.
- Coordinate, facilitate, and document required support team meetings and reports, ensuring documentation is completed accurately, on time, and shared with appropriate people.
- Maintain reoccurring scheduled meetings with your assigned caseload to ensure a consistent weekly structure assigned by the Independent Living Skills Coach Lead and/or the In Home Services Director. Working hours vary within the time frames of 8:00 a.m. – 8:30 p.m. and are dependent on your assigned caseload. Staff are not expected to exceed a 40-hour work week.
- Provide weekly support in areas such as household management, self-care, self-advocacy, financial literacy, navigating benefits and resources, and community inclusion.
- Communicate concerns promptly and connect individuals to appropriate services when needs fall outside the scope of the role.
- Use person-centered communication to navigate sensitive situations, manage conflict, and build positive relationships with diverse individuals and populations.
- Adapt to changing priorities, responsibilities, and program or regulatory requirements.
- Provide high-quality, person-centered services through respectful relationships, strong communication, active listening, and supportive coaching.

- Collaborate with families, social workers, case managers, and other team members to support each individual's goals and success.
- Collaborate with the Independent Living Skills Coach Lead and/or the In Home Services Director, and other members of the leadership team to help individuals identify, access, and utilize organization and community resources.

2. General

- Review and maintain electronic files of individuals you support to ensure they are complete and accurate based upon reporting schedules.
- Complete and submit case notes, billing, mileage, expenses, time off requests, and timesheets in a timely manner.
- Maintain confidentiality and abide by applicable privacy protection laws and internal policies
- Maintain required direct-service contact hours based on position status and organizational expectations.
- Participate in ongoing training, skill development, and resource-sharing opportunities with the Independent Living Skills Coach Lead, the In Home Services Director, and other Reach leadership.
- Attend and participate in all required team, department and organizational meetings and trainings.
- Follow all organizational policies, procedures, and compliance requirements.
- Represent Reach in a positive, professional manner in speech, written communications, dress and conduct all business with the utmost integrity.
- Must maintain a valid driver's license and insurance, accessible and reliable transportation and the ability to transport those served in employee's own vehicle. Staff must follow all driving safety laws.
- Provide support within individuals' local communities while managing travel efficiently.
- Maintain proactive communication with leadership regarding employee performance, evaluations, and training needs related to departmental operations and staff development.
- Perform other duties and responsibilities assigned by leadership.

Minimum Qualifications

- Knowledge customarily acquired through post-high school education or relevant experience in disability services, mental health, human services, psychology, education, social work, or a related field; relevant experience may substitute for formal education.
- Communication skills, both verbal and written.
- Organizational and time management skills.
- Ability to support a diverse population of individuals in developing and maximizing independent living skills. Demonstrates a willingness to explore effective approaches, teach practical life skills, and proactively seek resources, guidance, and information to support individual needs and outcomes.
- The ability to perform within a team framework and operate and facilitate under an independent daily schedule with a defined set of policies, procedures, and guidelines.
- This position requires operating a motor vehicle as an essential function of the job. Employees must meet the organization's driver qualification requirements and maintain the legal authorization necessary to operate a motor vehicle for work purposes.
- Basic computer skills (Microsoft Word, Outlook, Teams, Sharepoint and Excel).
- A genuine interest in helping others.
- A willingness to share your warm personality and sense of humor in a professional manner.

- Ability to balance compassion and professional boundaries.

Working Conditions and Physical Demands

- Environment: The majority of working hours are spent doing direct support and field work meetings. This position has limited in-office and remote work duties. Staff provide support to people with disabilities in their homes and throughout the community.
- Schedule: Working hours vary within the time frames of 8:00am – 8:30pm and are dependent on your assigned caseload needs. Staff are not expected to exceed a 40-hour work week. May include weekends, nights, and holidays as needed.
- Physical demands: Light lifting (under 20lbs), moving about office, program, community, or client locations, safely driving a motor vehicle, verbal communication, must be able to safely monitor the work environment and perform assigned duties, and must be able to effectively communicate and exchange information with employees, participants, clients, vendors, and members of the public using appropriate communication methods.

Additional Information

In addition to hourly pay, Reach for Resources offers excellent employee benefits which may include:

- Generous PTO package (15 days a year for F/T employees with increases each year)
- 13 floating holidays (for F/T employees – used at your discretion)
- Medical, dental, and vision insurance
- Life insurance
- Retirement savings plan with company matching
- Short-term Disability/Long-term Disability
- Enjoy a flexible, community-based schedule while helping individuals achieve their goals
- Mileage reimbursement
- Personable and fun co-workers
- Caring, supportive supervisors and open working culture
- A focus on wellness
- Plenty of chances to wear casual clothes
- Opportunities for professional growth, advocacy and advancement

Disclaimer

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.