

EPWORTH

Where Kids Find Strength

Job Title: Life Skills Trainer- TLP/ILP/Chafee
Job Classification: Professionals (EEO Code 2.0)
Department: Community Services
Reports To: Parenting Case Manager
FLSA Status: Full Time/Salaried/Non-Exempt
Prepared Date: 7/9/10

Purpose: This is a professional position providing life skills education for youth in the TLP, ILP and Chafee Programs. Duties involve developing, implementing and coordinating life skills training on an individual and group basis.

Essential Duties and Responsibilities include the following. Other duties as assigned or needed

Develop training curriculum / modules to instruct clients in life skills for learning opportunities.

Provide life skills training to clients in the TLP, ILP and Chafee programs on an individual and group basis.

Facilitate in house training sessions as well as training in the community.

Advise, guide and role model with clients in matters related to life skills: career planning, communication, daily living, home life, housing and money management, self care, social relationships, work life and work and study skills.

Assess clients individually on the Ansel Casey Life Skills Assessment to develop individual life skills goals and learning expectations for each.

Responsible for ensuring clients demonstrate increased knowledge of essential life skills.

Reassess clients regularly to determine client progress and mastery of life skills goals.

Coordinate life skills education in conjunction with client's guardian or members of treatment team to ensure coordination of services and continuity of care.

Communicate and document client's attendance, participation, progress, needs, and behaviors with appropriate personnel.

Prepare required documentation reports in timely manner consistent of quality standards established by funding sources, accrediting bodies and agency policy/procedures.

Develop and maintain knowledge of programs / learning opportunities in the St. Louis area that could be used as resources for clients.

Work as a partner in the community to build new relationships with community members such as mentor programs, employment programs and other community training resources.

Ensure adherence to accreditation and funder standards, policies and procedures; as well as, the safety and care of the clients.

Supervisory Responsibilities: None.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Four years related experience or graduation from an accredited college or university with a BA or BS degree.

Must have knowledge of treatment for youth in foster care.

Language Skills: Ability to read and interpret documents such as safety rules, procedure manuals and treatment plans. Ability to write routine reports, business correspondence and procedural manuals. Ability to effectively speak before groups of clients, employees and/or managers of the agency.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions. Strong ability to lead, organize and plan.

Computer Skills: Email, Microsoft Word and Microsoft Excel

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear.

Work Environment: Most of this work will be performed in the community our classroom based setting. Evenings and weekends required. Will need to travel into the community.

Other: Must be 21 years of age or older. Must possess a valid driver's license and personal vehicle with insurance.

Employee Signature

Date

Agency Signature

Date