



Opportunities, Inc.

Job Title:	Resident Life Coach	Department:	Residential
Location:	Residential-Independent	Travel Required:	Unlimited
Classification:	Non-exempt	Position Type:	Full time

Job Description

SUMMARY

The Resident Life Coach is responsible for assisting adults with disabilities to learn independent living skills by planning and coordinating opportunities for residents that promote a level of health, well-being, engagement, and growth. The Resident Live Coach position is a safety-sensitive position.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent required;
- Bachelor's degree and training in Special Education, Activity Therapy, Recreation Therapy, or Music Therapy preferred;
- One (1)-three (3) years of relevant, supervised work experience with a public health, human services or other community service agency; OR
- Two (2) or more years' verifiable successful experience working with individuals with developmental disabilities.

Certifications/Licenses:

- Valid driver's license/insurance
- CPR/First Aid Certification
- Annual TB Risk Assessment

Required Skills/Abilities:

- Computer Proficient
 - Basic navigational skills for Windows operating system
 - Ability to write and send professional emails in Microsoft Outlook
 - Basic use of Microsoft Word and Excel
- Knowledge of independent living skills and its facilitation
- Knowledge of human services programs, practices, and procedures
- Ability to work with a diverse population of individuals with disabilities
- Exceptional planning and organizational skills
- Effective problem-solving skills
- Ability to remain calm in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES

- Trains, teaches, and assists clients in learning activities associated with daily living within their home and community.
- Implements each client's Person-Centered Service Plan (PCSP) focusing on individual choice in the following areas:
 - Meal planning, preparation, and shopping;
 - First aid skills, responding to emergencies, and symptoms of illness;
 - Money management;
 - Self-administration of prescription and nonprescription medication;
 - Development of social, recreational, and transportation abilities;
 - Personal appearance and hygiene;
 - Rights and responsibilities of community living;
 - Socialization skills i.e. self-esteem, communication, goal setting, problem solving;
 - Other identified needs as determined by the interdisciplinary support team.

- Attends Person-Centered Program Plan meetings, team meetings, and staffings, as requested to provide input for objectives and assessing resident strengths/needs and skills.
- Accurately completes all assigned documentation, including but not limited to: Person-Centered Program Plan objectives, behavior incident reports, accident/incident documentation, medical-related documentation. Input specified documentation into the Agency's electronic documentation software.
- Communicates with the nurse frequently concerning any and all medical concerns/needs for the individual.
- Communicates with the nurse the outcome of any appointments and reports any changes immediately.
- Communicates effectively with physicians and office staff, as needed.
- Actively participates in all shift-related projects and activities, such as recreational activities, special events, parties, dining out, dances, parades, and any other similar activities.
- Observes Universal Precaution Procedures at all times, washing hands frequently, especially when moving from one resident's care to that of another.
- Represents the Agency in a professional manner in dealing with clients, family members, guardians, other agencies and outside professionals.
- Performs any other related duties as required or assigned.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).

PHYSICAL REQUIREMENTS

- Requires sitting, standing, walking
- Movements such as climbing, stooping, crouching, twisting, bending, reaching, and handling are sometimes required
- Weights of objects to be lifted, carried, pushed, or pulled rarely exceed 25 lbs.

Supervisory responsibilities: N/A

Reports to: Home and Community Based Services (HCBS) Program Manager

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:	Sherry Young	Date:	4/21/2021