

# CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: Changing lives, building families, strengthening communities.

Job Description: Project Independence Life Skills Success Coach

Employee name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Reports to: PI Program Director

Supervises: Number of direct reports \_\_\_\_

•Exempt •Full Time

Date of Hire: \_\_\_\_\_

•Nonexempt •Part Time

Length of time in current position: \_\_\_\_ months \_\_\_\_ years

Select one of the following: • New Hire/New Position • 6 Month Performance Review • Annual Performance Review

## Job Requirements

**Summary:** This position is responsible for providing job and life skills education to program participants.

**Minimum Education:** High school diploma required, Bachelor's Degree in social work or related field preferred.

**Minimum Work Experience:** 2 years in child, youth, and family services.

**Required Licenses/Certifications:** Professional licensure if applicable to degree. Valid Alabama driver license and auto insurance minimum liability 100/300.

**Required Skills, Knowledge, and Abilities:** Excellent leadership and organizational skills. Excellent interpersonal, verbal and written communication skills. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to establish good rapport with homeless pregnant and/or parenting teens and to teach, coach, and model parenting and basic independent living skills necessary for successful transition into adulthood. Ability to work with a team while evidencing ability to think critically. Ability to plan and work independently as directed by the Program Director. Ability to provide services in a culturally sensitive manner. Understanding of trauma informed care and positive youth development.

**Required Internal Certification/Trainings:** Bi-annual TB skin test/medical report

**List any physical requirements:** Travel, some overnight. Ability to work flexible hours; provide 24/7 on call response. Able to lift/push up to 30 lbs. Able to bend and stand without support. Able to walk up/down stairs without support.

## Essential Functions of Position

1. Attends weekly staff meetings, optional conferences, and other selected special events as needed; attends monthly staff meetings and All-Staff meetings.
2. Provides all services with a positive youth development and trauma informed approach.
3. Responsible for onboarding new program participants including but not limited to reviewing Success Guide, completing move-in paperwork, reviewing apartment safety protocols, fire safety and storm plans
4. Ensuring that youth file checklist is completed within 90 days of onboarding program participants
5. Serves on the youth/family TLP team; participates in the TL planning and review process;
6. Assists the youth in implementing their ILTP, particularly relating to education and job preparation;
7. Monitors and documents youth ITLP goals
8. Serves as primary staff responsible for linking youth to community resources and following up as needed
9. Participates actively in the agency PQI process and serves on agency committees as nominated.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date