



**The Arc of Shelby County, Inc.  
Position and Description**

**Position Title:** Life Skills Coach - Residential

**Reports To:** New Visions Program Coordinator

**Location:**

**Standard Hours:**

**Classification:** Non-Exempt/Hourly

**Provides Supervision To:** NA

**SUMMARY OF PRIMARY JOB FUNCTIONS:**

Under the supervision of the Program Coordinator, is responsible for supervision and coaching/training of individuals with developmental disabilities. Provides necessary guidance to individuals with developmental disabilities to assist in progress toward reaching of life goals. Assists in designing instruction methods based on measurable objectives, maintains records of participant progress. May travel to, and work with clients in community, program sites, or in their homes. Responsible for providing a range of services to adults with developmental disabilities that could include but not be limited to:

- Volunteer Work instruction
- Mobility Training
- Community Activities
- Life Skills instruction
- Personal Care Assistance

**A. RESPONSIBILITIES – ESSENTIAL FUNCTIONS**

1. Works with participants on a one on one basis or in a group setting to provide a wide range of services
2. In conjunction with Program Coordinator and/or QDDP, develops and implements direct instructional plan for participants.
3. Maintains records and other documents as required/requested by Program Coordinator. Updates ISP information as needed, and maintains daily log of activities and observations.
4. Ensures implementation of all safety policies and procedures.
5. Provides ongoing advocacy and follow-along support as needed for implementation of each participant's individual plan.
6. Assists with personal hygiene, toileting, feeding, and ambulation needs as necessary.
7. As necessary, participates in Nurse Delegation medication administration assistance; maintains all medication documentation as required.
8. Assists with the creation and maintenance of community sites and partnerships.
9. Performs other instructional/advocacy duties as assigned, such as:
  - Academic
  - Behavior plans

- Recreational activities
- Leadership activities
- Community involvement and self-advocacy
- Independent living skills
- Supported living services

## **B. ANCILLARY FUNCTIONS**

10. Attends and participates in relevant meetings, conferences and training as assigned.
11. Reports regularly to supervisor on program participant status.
12. Completes and submits all agency reporting forms, including hours worked, in a timely manner.
13. Adhere to agency policies.
14. Perform other job related duties as assigned by supervisor for the purpose of ensuring the efficient and effective functioning of the agency.

## **C. WORK ENVIRONMENT**

Depends wholly on the setting in which training/coaching of program participant is to take place. Each site, including community based sites, homes, agency facilities, may have a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting and ground surfaces.

## **D. PHYSICAL REQUIREMENTS**

While some of the duties may be sedentary, there may be times that require lifting and carrying of equipment, materials, or assistance in lifting and positioning of program participants. Ability to perform duties in variety of community settings, including private homes, community based facilities and other various sites. Should be able to lift up to 50 pounds.

## **E. QUALIFICATIONS/EDUCATION**

1. Prefer three to six months of related experience working closely with individuals with developmental disabilities.
2. High school diploma or GED.
3. The ability to maintain First Aid and CPR certification.
4. Valid Driver's license and proof of acceptable levels of automobile insurance.
5. Ability to perform duties in a variety of settings.
6. Computer skills, including word processing.

## **F. COMPETENCIES**

- a. Competent in written communication skills
- b. Ability to function in a flexible, ever-changing environment.
- c. Belief in inclusiveness in all community settings.
- d. Ability to work with a minimum of supervision.
- e. Detail oriented.
- f. Ability to work as a contributing team member and/or team leader.

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Employee Signature

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Date