



*“An organization committed to creating a world that works for all”*

## **Job Description Instructional Living Skills Coach**

Reports to: Instructional Living Skills Coordinator      Time Base: Part/Full Time (M-F, Sat-Sun, or Overnights)  
Classification: Non-Exempt      Pay: Hourly Pay, Overnight Rates  
Physical Location: Households & Community

### **Summary/Job Function:**

An Instructional Living Skills Coach is responsible for providing direct instruction and individualized coaching to physically and/or developmentally individuals under the supervision of Coordinators, the Associate Director, and Executive Director.

Help the individual to be a known and valued member of their local community. Work together with a team of staff to assist an individual to meet their individual goals. Work with the person to participate in meaningful activities in and outside the home.

### **Essential Duties and Responsibilities:**

1. Provide direct instruction and coaching for individuals as assigned by CHOICCESS Coordinators and/or Directors.
2. Implement training and coaching services to individuals as specified by the person's individual "person-centered" plan. The areas of coaching and monitoring include, but are not limited to: job training, budgeting, individual skills, recreation/leisure skills, banking, self-advocacy, decision-making and problem solving.
3. Assess individual abilities in the above-mentioned areas.
4. Participate in the planning an individual's objectives.
5. Maintain all necessary individual records and evaluations.
6. Participate in weekly, monthly, and/or quarterly team meetings to discuss services.
7. Participate in all staff in-service meetings.
8. Provide input for program planning and implementation.
9. Assist with arrangements for medical and dental appointments when requested to do so.
10. Responsible for helping each person do what they can in all areas of daily living such as: laundry, shopping, meal planning and preparation, and household cleaning.
11. Assist in finding ways for a person to utilize augmentative communication techniques to express their needs and wants.
12. Assist the person to welcome family and friends into their home.
13. Assist and try new activities that the person may be interested in.

### **Knowledge, Skills, and Abilities:**

1. Knowledgeable of how to create a safe and healthy living environment for someone to live in.
2. Ability to learn how to best coach someone with guidance and assistance from the individual receiving services, the Coordinator, and other team members.
3. Ability to encourage a person with a disability to make informed choices.
4. Be able to facilitate opportunities to bridge relationships with community members.
5. Participate in facilitating opportunities for growth in a person's life.
6. Ability to employ active listening and critical thinking with the individual persons you coach.
7. Be able to coach a person to meet goals and objectives in their homes and in their communities.
8. Ability to resolve interpersonal conflict; to communicate by listening and speaking, while maintaining the dignity and respect of all parties involved.
9. Ability to analyze situations and determine if/when intervention may be needed to avoid potential problems, and seek to aid from others when this occurs.
10. Computer literacy, writing skills, and strong reading comprehension.
11. Ability to initiate and be self-reliant.

**Other Key Expectations:**

Possesses and displays effective social and communication skills in both oral and written format, so as to be able to communicate effectively with the people we support, supervisors & co-workers, family members, community members, and other generic community services & resources. Ability to work well without direct supervision, interested in personal and professional growth, comfortable and effective working within a team process demonstrating the ability to learn and communicate the agency's philosophy and values. The means to provide instruction/training/coaching to individuals with dignity and respect, treating them as equals.

**Qualification, Education & Experience:**

High School Diploma (or equivalent) required. Experience in the field of disabilities or in related field preferred but not mandatory. 2-3 years previous work-related skill, knowledge, or experience preferred but not mandatory. Complete and pass Competency Based Training within ninety (90) days of employment.

**Required Certificates, Licenses, & Registrations:**

A valid California Driver's License or state-issued ID. Department of Justice clearance. A current T/B test showing negative for tuberculosis. If providing transportation to an individual then you must have a valid California Driver's license, current valid auto insurance required, proof of clear driving record (DMV print out). Valid CPR/First Aid certification also required. Employees must be willing to be employed under IHSS (In-Home Support Services) for personal attendant services provided to the eligible individuals we support.

**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 sit, stand, walk, talk, listen, and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job in specific home environments and out in the surrounding communities, as dictated by the needs of the individual(s) requiring support. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.