

Asociación Puertorriqueños en Marcha

Job Description

Department: Children, Youth and Family Services (CYFS)
Program: Community Umbrella Agency (CUA)
Position Title: Life Skills Coach
Supervisor: Prevention Director
Status: Full Time

JOB SUMMARY:

To facilitate and follow the movement of children through the permanency process including the provision of crisis management and supportive social work to CUA Case Managers and resource parents to effect permanency and avoid placement disruptions. To provide, in concert with CUA Case Managers and under the direction of the CUA Team Leader, the services required by children and families engaged in the adoption process.

JOB QUALIFICATIONS:

Must have a Bachelor's degree in Social Work or related field including but not limited to sociology, psychology, counseling, criminal justice, education, divinity, or public health administration. A minimum of two years work experience in social services with youth and families.

1. Experience in outreach activities, through volunteerism or another source.
2. Proficiency in English and Spanish preferred.
3. Pennsylvania Child Abuse Clearance, Request for Criminal Clearance, FBI clearances, Valid PA driver's license and driving record no more than 60 days old. Medical Exam/TB Test must be completed within one year of employment.

JOB RESPONSIBILITIES:

1. Function as part of the larger CUA team responsible for achieving the target goals of improving safety, permanency, and well-being of children, youth, and families.
2. Provide home and community life skills education and intervention services to children, youth, and their caregivers toward ensuring family stabilization, reunification, or other permanency.
3. Make use of the Casey Life Skills assessment in preparing the youth for successful transition to adulthood.
4. Teach and coach youth to understand and perform life skills related to self-care, housing and money management, work and study skills, career and education planning, relationship, communication, and daily living skills.
5. Work with parents and caregivers who may have cognitive limitations, physical or emotional disabilities, or any combination of these.
6. Participate in Family Team Conferences when necessary.
7. Attend Court Hearings as needed but never in lieu of the CUA CM.

Asociación Puertorriqueños en Marcha

Job Description

8. Document any activity they have performed within six business days in the appropriate section of ECMS unless subcontracted in which case using the CUA-prescribed form.
9. Conduct regularly scheduled visits to assigned families and to establish and maintain a trusting relationship with families using a strengths-based approach.
10. Meet with the supervisor to evaluate family status, parent-child progress and to discuss strategies for improving outcomes.
11. Complete all paper work in compliance with program requirements.
12. Work as part of the CUA Support Team toward achieving the objectives as established in the Single Case Plan (SCP).
13. Facilitate safe case closure for in home service cases.
14. Facilitate reunification or other permanency by:
 - Assisting the CUA CM to focus on permanency opportunities.
 - Tracking and managing the movement of cases through the permanency process.
 - Assisting the CUA CM in preparing the children, youth, and families for reunification or other permanency.
 - Supporting the CUA CM in preparation for Court.
15. Supervise visits when necessary.
16. Participate in Family Team Conferences when necessary.
17. Attend Court Hearings as needed but never in lieu of the CUA CM.
18. Document in the appropriate section of ECMS any activity they have performed within six business days.
19. Attend staff meetings in order to contribute to program issues and update on agency issues.
20. Attend scheduled in-service training in order to develop professional skills.
21. Perform other duties that support the mission of APM and the CUA program.

Key Competencies:

- Must demonstrate genuine empathy and concern for individuals as indicated in our corporate vision, mission and values statements. Culturally sensitive to the needs and diversities of multi-cultural communities.
- Strong interpersonal skills, respectful, and courteous nature.
- An applied understanding of social work ethics and confidentiality.
- Skills in typing, basic computer operations, Microsoft, PowerPoint, Excel.
- Knowledge of social services, child welfare and family systems services.