



L I F E L I N E S P R O G R A M

Job Description

Job Title: Independent Living Coordinator

Program: Life Lines

Reports to: Life Lines Independent Living Manager

Forward Resume and Cover Letter: SShamburger@lifelinesprogram.org

No Calls will be accepted

Hours of Operation: Monday- Friday, 10:00 AM – 6:00 PM

Some nights and weekends may be required

Shift(s) determined by need

Flexibility is required to support the efforts of the staff and youth in the program. The potential for calls and the need to be present may occur occasionally during off hours and requires the youth to have access to the Case Manager 24/7 by way of on call.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide community-based case management services for large case load
- Attend, support and at times run multidisciplinary groups and meetings
- Have ability to work efficiently and effectively
- Support youth in gaining highest level of independence possible
- Assist youth with building ADL skills
- Ensure client and program needs are met
- Ensure program compliance by meeting contractual obligations to Division of Family Services
- Develop and maintain community relationships with employers, educators, state and private agencies
- Provide monthly and annual reports; collect and report outcome based data
- Attend and participate in groups and alternate subgroups to ensure youth and program objectives are being met
- Implement individual service plans and goals
- Coordinate health, mental health, educational, housing, employment, disability services and more
- Maintain highly detailed files
- Organize, conduct and supervise life skills workshops
- Must be able to work and thrive in a fast paced, team environment
- Ability to assist in service provisions when and where needed
- Deliver services to clients appropriately, ethically, and timely
- Maintains reporting standards of program, keeps well-documented records, and ensures that **all** necessary paperwork is organized

EDUCATION AND/OR EXPERIENCE

1. Bachelor's degree in Social Work or related Human Service field
 - a. Must provide college transcript and course syllabi
 - b. A writing sample may be requested or
2. Minimum of three (3) years relevant work experience with teenagers and young adults in a social service setting
3. Clinical or therapeutic background is a plus

4. Knowledge of the foster care system is a plus
5. Experience working with homeless populations is a plus
6. Case management experience of at least 3 years
7. Thorough understanding of the stages of human development, trauma informed care and mental health

QUALIFICATIONS

The qualifications and requirements listed below are representative of the knowledge, skills, and/or abilities required at an *advanced or superior level of performance*.

1. Knowledge, Skills and Abilities
 - a. Ability to work with individuals from diverse backgrounds,
 - b. Ability to maintain client confidentiality,
 - c. Ability to maintain composure under high pressure and/or intense situations,
 - d. Ability to be genuine, warm, and empathic with client population to build trusting relationships,
 - e. Skill in engaging and working with groups, community leaders, and other service providers,
 - f. Skill in helping others sustain effort over time and provide positive reinforcement,
 - g. Skills in intervening in a crisis and resolving conflict among or between clients,
 - h. Knowledge of life span development and life skills needed for young adults to become self-sufficient,
 - i. Knowledge of various mental health diagnosis that may affect our client population such as separation & loss, abandonment, attachment disorders, trauma, depression and anxiety,
 - j. Knowledge of community resources accessible by our clients,
 - k. Willingness to work flexible hours,
 - l. Organizational skills, and
 - m. Written and oral communication skills.
 2. Must not have a criminal background which would cause questions of ability to give constructive guidance to young adults.
 3. Must possess a current Delaware driver's license and reliable transportation.
 4. Understands the position may require some physical abilities.
 - a. Must be able to lift at least 50lbs.
 - b. Cleaning, moving, and or other duties may be necessary to support the youth through transition.
- Excellent verbal and written skills
 - Outstanding ability to adapt in different environments
 - Ability to work well independently but also in a group
 - Ability to multitask