

## **Wernle Youth & Family Treatment Center**

### **Job Description**

<b>Job Title:</b>	Independent Living Skills/Title I Specialist
<b>Company:</b>	Wernle Youth & Family Treatment Center
<b>Department:</b>	Operations
<b>Reports to:</b>	Director of Operations/Education
<b>Status:</b>	Full Time Non – Exempt

Wernle is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God’s love in Jesus Christ.

#### **Job Summary:**

The Independent Living Specialist/Title I Specialist is responsible for assisting clients to enhance their independence, self-confidence, decision-making and problem-solving skills, as assigned. Overall responsibilities include an emphasis on intake and assessment, advocacy, mentoring, tutoring, and resource development. This position will provide a variety of services and support functions that meet the needs of the clients in compliance with COA standards and state, federal, agency and all other applicable rules and regulations.

#### **Essential Duties and Responsibilities: Independent Living Skills Specialist (50% of the work week / 20 hours)**

- Conduct independent living skills intake and assessments of all residents as required.
- Identify individual needs for all programs through the Ansell-Casey assessment, and from the assessments, create individual and group opportunities for clients.
- Provide individual advocacy services and mentoring for programs.
- Facilitate goal setting, resume building, seeking employment, and skill building activities which support the client’s treatment.
- Develop and implement additions to the Independent Living curriculum as needed to meet the varied needs of residents.
- Implement activities for the purpose of increasing the capacity of the IL Skills clients and program.

- Build rapport and establish healthy relationships and boundaries with clients, families, probation, school personnel, foster placements, and a variety of referring agencies.
- Work in partnership with other community agencies and resources to meet client needs.
- Provide orientation of Independent Living Philosophy and IL services to Program Managers and residents, and those who require individualized services.
- Conduct staff training and in-service when appropriate.
- Receive and respond appropriately to independent living skill requests made by client's treatment team in a professional and timely manner.
- Provide peer support, independent living skills training, and independent living advocacy.
- Compile all data and generate reports identifying resident's strengths and IL skills recommendations.
- Enter all pertinent data into database and communicate with colleagues regarding need for additional involvement.
- Maintain and update the information resource files as a complete, organized and usable database of IL skills related services and organizations.

**Essential Duties and Responsibilities: Title I Specialist (50% of the work week / 20 hours)**

- Provide instructional support to further reinforce learning skills.
- Reinforce or re-teach vocabulary words or math concepts introduced by the classroom teacher.
- Assists in the completion of lessons.
- Tutor students individually or in small groups. Tutoring sessions are usually during times when the student is not receiving direct instruction from his classroom teacher.
- As deemed appropriate, remove students from the classroom to enhance the acquisition of lessons taught.
- Offer classes before and after school to support student success.
- Assist students with all classwork, more specifically, math and language concepts.

**Other:**

- Develops and maintains positive relationship with external customers, families and residents and employees.
- The ability to work independently and as part of a client centered treatment team; focusing on the strengths, needs, and well-being of the client.

- Attends and participates in weekly supervision meetings.
- Travel as required to carry out assigned duties and responsibilities.
- Obtains thirty-two (32) hours of continuing education credits per year.
- Performs other duties as assigned.

**Supervisory Responsibilities:**

- None

**Education and Experience:**

1. Possesses a minimum high school education certificate by diploma or equivalent. Bachelor degree in Social Services, Human Services or related field of study from an accredited school preferred.
2. Excellent verbal, written, and organizational skills.
3. Knowledge of skills training components related to independent living; ability to facilitate classes and workshops for people with disabilities and other participants; ability to master existing Summit training materials, develop and implement new independent living classes and workshops as identified; ability to teach workshop facilitation skills to others.
4. Skilled in the use of personal computer, printer, fax machine, and other basic office equipment.

**Language Skills:**

Possesses ability to read, analyze and interpret assessments, professional journals, ability to write reports, ability to verbally communicate with residents and co-workers, ability to write procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Ability:**

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Possesses ability to apply reasonable understanding to carry out instructions provided in verbal, written or diagram format; ability to exercise good judgment; ability to identify and respond to problems and crisis situations in the time frame and manner demanded by their severity.

**Certificates, Licenses, Registrations:**

Possesses valid Driver's License, and be an eligible driver on Wernle's insurance plan.

**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 reach with hands and arms and talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Mental Requirements:**

The mental requirements 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. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

**Work Environment:**

The work environment described here is representative of that which an employee encounters while performing 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 may frequently drive an automobile taking children to activities. The employee is occasionally exposed to physical activities with the children that could result in restraining a child as well as physically removing a child to a secure setting. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

I have read the above job description and fully understand the requirements set forth therein. I accept the position of Independent Living Skills & Title I Specialist and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.

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Employee Signature

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Date

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