



Phipps Neighborhoods serves approximately 10,000 children, teens and adults in three (3) key areas that we have identified as the best ways to systematically address the risk factors associated with poverty. Our School and Community Education programs include early childhood education, after-school programs, community school engagement, and summer camps for school age children. To help older youth begin careers, our Learning and Career Development programs offer high school equivalency preparation, English for speakers of other languages, college prep, and work readiness services. And, to help our community members address the barriers that limit their success, we offer Community Resources including resident support, financial counseling, free tax prep, assistance accessing benefits, and more. These services are funded by government grants and contributions from foundations, corporations and individuals.

### **Position Overview:**

The **Life Skills Coach** at Lee Goodwin Residence provides comprehensive case management, outreach, and counseling to the residents at our supportive housing facility for young adults aging out of foster care between the ages of 18-28 year olds. The Life Skills Coach will provide referrals to: education and career programs such as: HSE, Vocational Training, Employment, and Internships. As well as Substance Abuse Treatment, and Mental Health Services.

### **Responsibilities:**

- Conduct a comprehensive intake assessment for all new residents and review the agency's policies and procedures with them. Develop treatment plan for all residents. Monitor clients' emotional, social and physical well-being, as well as their progress
- Maintain concise and accurate resident files in Salesforce database.
- Monitor residents' medication.
- Provide residents with necessary referrals, including emergencies such as hospitalization, detox, etc. Inform residents about on-site, agency and community resources that are available to them.
- Participate in case conferences, staff meetings and training sessions and represent the agency at assigned meetings and conferences. Input data in Salesforce database daily for all of the residents. Attend professional development trainings, supervision meetings, case conferences, and staff meetings.
- Provide monthly statistical reports on time and accurately.
- Work cooperatively with staff at all levels to ensure quality service provision and the development and improvement of team performance. Assist residents in the planning, prioritizing and long-term goals and short-term goals.
- Maintain and oversee documentation of case files for compliance with regulatory agency.

**Qualifications:**

- Bachelor's Degree preferred in Social Work, Psychology, Sociology, or Human Services or related field with two to five years' experience.
- Previous experience in the following areas: mental illness, substance abuse, housing, health, entitlements, workforce, and formerly incarcerated.
- Qualified candidate must have a strong understanding of the developmental needs of young adults, sensitivity to ethnic and cultural diversity, and knowledge of and commitment to working from a strength-based perspective.
- Applicant must have excellent written and verbal communication skills, as well as strong computer skills.
- Bi-lingual (Spanish) a plus.

**Please apply via our Career Portal using the following link:**

<https://recruiting.ultipro.com/PHI1005/JobBoard/d214740c-ca40-4152-b685-d0cc250f7326/Opportunity/OpportunityDetail?opportunityId=9ce12d71-d49c-4985-a283-b6e25e219461>

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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities