

COUNTERPOINT INC.

SUPPORTED LIVING COACH

Supervised by: Supported Living Manager
Residential Coordinator
Executive Director

Supervises: Substitute SL Coaches

QUALIFICATIONS

REQUIRED

1. Three years experience in the disability field OR 2 years formal education in disability field and 1 year experience in field, or a combination of qualifications as determined by the hiring committee.
2. Valid Mt. drivers license, and insurable by Counterpoint Inc. auto insurance and reliable vehicle for transportation.
3. Occasionally must be able to provide own transportation with mileage reimbursed.
4. Ability to communicate effectively orally and in writing, to properly document actions and incidents, to physically assist clients, to establish and maintain effective working relationships with family members, community contacts and other professionals.
5. Must be able to work odd hours/days/holidays as needed.
6. Upon hire must receive a criminal background clearance.
7. Must be at least 18 years of age.

PREFERRED

Persons with the current training or certifications in the following areas preferred:

- a) DDCPT , CBT, or equivalent
- b) CPR/First Aid
- c) MANDT
- d) Computer Literacy
- e) Previous work experience in Supported Living

CONTINUING EMPLOYMENT CONTINGENT UPON ATTENDANCE, COMPLETION AND MAINTENANCE OF CURRENT TRAINING/CERTIFICATION, AND THE CORPORATION ORIENTATION TRAINING.

COUNTERPOINT'S MISSION AND VALUES

Counterpoint's mission is to **nurture personal growth and support meaningful lives.** Counterpoint employees promote this mission by embracing the following values:

Individuality
Personal Choice & Freedom
Comfort & Health
Independence & Self-reliance
Human Potential
Quality in the lives of our Consumers

Self Respect & Self Worth
Community Integration & Involvement
Emotional & Physical Safety
The Expansion of Experiences
Equality in Relationships with all People

JOB SUMMARY

The Supported Living Coach (SLC) is responsible for providing clients with assistance as needed in all aspects of community living. This includes, but is not limited to on-site support in the following areas: health, safety, personal hygiene, grooming, cooking, nutrition, social skills, community access, housekeeping, and money management. The SLC will observe clients for behavior changes and signs of illness or injury, and reports, documents and charts observations and events.

The primary job responsibility of the SLC is to provide the supports needed by individuals to succeed in all aspects of community living, and to meet their goals and objectives for the IP year in conjunction with the Supported Living Manager. In this regard the job description will change from consumer to consumer and possibly from year to year.

The Supported Living Coach is responsible for complying with corporation policies, procedures, contractual obligations including, but not limited to Accreditation organizations, the Developmental Disabilities Program, and Administrative Rules of Montana.

ESSENTIAL FUNCTIONS

Physical: The essential physical functions of this job will involve; walking in the community for distances up to two miles, driving/sitting for up to three hours without rest, assistive transfers & pushing/pulling of wheelchairs & Hoyer lifts for persons weighing up to 200 lbs. Intermittent bending, twisting, reaching, standing, walking and stooping in order to assist people with household chores. Lifting & carrying up to 10lbs; occasional lifting up to 25lbs; writing;

Mental/Cognitive: Communication with co-workers, consumers, and members of the community, written documentation of related issues, basic accounting, calm response to crisis situations, sound judgment, observation of consumers for signs of illness. Ability to maintain confidentiality in regard to all client and organizational issues. Read, understand, recall and follow written and verbal instructions; recognize and report unsafe conditions, actions or situations; prioritize tasks; problem solving skills; good people and public.

ADMINISTRATIVE

1. Supervised by Supported Living Manager, Residential Coordinator and Executive Director.
2. May supervises supported living subs and volunteers.
3. Assist Supported Living Manager to train and orient supported living substitutes.
4. Follows appropriate chain of command to resolve conflicts directly affecting job performance
5. Attends staff meetings and in services as scheduled by Supported Living Montana, Residential Coordinator or Executive Director.
6. Maintain communication as necessary with families, advocates, guardians, DD Division staff, case managers and other involved parties (HRDC, Human Service, landlords, utility depts., etc).
7. Consults with therapists, doctors, counselors, mental health professionals etc. regarding individual needs.
8. Maintains and monitors up to date administrative records according to Counterpoint, Inc. policy.

CLIENT SERVICES

1. Ensures clients achieve their maximum potential and self-sufficiency in accordance with the Principal of Normalization.
2. Ensures the protection of individual's rights.
3. Reports to Supported Living Manager, Residential Coordinator or case manager if client is in need of referral of special services.
4. Assist individuals as needed in scheduling appointments, transportation, follow-up and documentation.
5. Provide assistance with monthly reports as needed (ie: food stamp reports, and wage documentation for housing, LIEAP).
6. Assess skills and provide individuals with feedback/training as deemed necessary by the IP team:
 - a. Hygiene/Grooming
 - b. Health/Safety
 - c. Meal planning/Shopping
 - d. Cooking/Nutrition
 - e. Social Skills
 - f. Community Access
 - g. Housekeeping
 - h. Money management
7. May be necessary to assist with personal mail.
8. May be necessary to provide assistance with vehicle maintenance.
9. Maintain and monitor up to date records for all individuals according to Counterpoint, Inc. policy, including documentation in daily log.
10. Complete IL assessment and individual IP forms.
11. Ability to effectively and immediately intervene if unforeseen crisis situation occurs.
12. May need to assist with housing.

SPECIAL CONDITIONS

1. May be required to alter scheduled hours or days off as necessary.
2. Physical effort may be required to lift or physically assist clients, standing, walking and bending during much of the work period is required.
3. Exposure to unpleasant sights, sounds, odors, and physical aggression may be encountered.
4. Additional duties may be required and assigned by the Supported Living Manager, Residential Coordinator or Executive Director.
5. May be required to assist and/or attend religious services with individuals served.