



Serra Center

POSITION: Independent/Supported Living Skills Instructor / Support Coordinator
SUPERVISOR: Program Supervisor
STATUS: Non-Exempt

Independent and Supported Living Services provides livings skills training and instruction to individuals with intellectual disabilities whom reside in their own home or apartment, in the community of their choice. The frequency and type of instruction is determined following assessment of each individual's need and their expressed preference for services.

DUTIES AND RESPONSIBILITIES:

1. Provide livings skills instruction as defined in the Individual Support Plan (ISP), with the purpose of maintaining and/or enhancing independent functioning in the community.
2. Instruct clients with managing their health and medical care and appointment needs.
3. In accordance with Title 17 Regulations, perform monitoring, tracking and analysis of client progress via required documentation (quarterly or semi-annual progress reports, living skills assessments, budget reports, special incident reports, program hour forms, etc).
4. Participate in the ID Team process and contribute to developing a person-centered support plan.
5. Coordinate with other team members and co-workers to facilitate client training objectives.
6. Act as a liaison between the clients we serve and the Regional Center, Housing Authority, Social Security, Medi-Cal, family members, community resources, job placement agencies, and others as applicable.
7. Act as an advocate for the clients served and comply with California Mandated Reporter regulations.
8. Attend client related meetings (i.e. annual ISP, quarterly, Work/Program, IDT, etc.)
9. Attend trainings and staff meetings as assigned.
10. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
11. Other duties as assigned by Supervisor.

REQUIREMENTS:

1. AA Degree and experience working with the intellectually disabled population preferred.
2. Knowledge of social service programs and benefits.
3. Proficient mathematical, written and verbal communication skills.
4. Strong teaching, analytical and problem solving skills.
5. Ability to multi-task and prioritize. Organization is a must.
6. Ability to work independently and within a team.
7. Valid CA Driver's License and reliable, insured transportation. Travel to client required.
8. Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
9. Willingness to be a compassionate advocate for the rights of the intellectually disabled population.