



PO Box 285 • Corvallis, OR 97339
PO Box 1984 • Albany, OR 97321
1-800-901-2904
www.jacksonstreet.org

Position: Next Steps Skills Coach

Purpose: To work with young adults as a whole person to improve quality of life and prevent future problems; helping to build housing stability, permanent connections, and self-sufficiency.

Qualifications: Bachelor's degree in human services or equivalent field or at least one year experience providing skills training to a youth population and at least one year experience working with youth who are runaway, homeless, or in crisis. Experience working with community partners and social service agencies, an understanding and knowledge of adolescent developmental issues, evidence based practices, and alternative solution focused case management approaches to address objectives. Maintain an ability to work effectively both independently and as a member of an integrated team, relate effectively with youth, guardians, community, and referral sources; in a flexible, sometimes stressful, un-structured work environment. Demonstrate cultural sensitivity and ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with professional appearance appropriate to the position. Must be able to pass a criminal history check, have a valid Oregon driver's license, have an acceptable driving record, maintain auto insurance, and be able to make at least a one year commitment to Jackson Street Youth Services. ***An applicant who is bi-lingual and/or a One Circle facilitator is preferred.***

Specific Duties:

Skills Training-

- Conduct skills coaching sessions with identified young adults;
 1. Complete assessments (using the Ansell Casey Life Skills Assessment) to determine and develop service plans based on identified needs
 2. Effectively evaluate progress and make adjustments to service plans as needed
 3. Provide life skills coaching and skill building
 4. Assist with formulation and implementation of goals, in conjunction with other staff
 5. Advocate for young adults within identified needs
 6. Participate in young adult focused meetings
 7. Help provide RHY access to resources
 8. Conduct mediation/crisis intervention as needed
- Research, adapt, and develop evidence-based curriculum for skill building and educational groups for youth participating in the TLP
- Provide multiple weekly skills building sessions that assist youth in transition to independence, individually and in small groups
- Create and maintain weekly, monthly, and quarterly master calendars of all skill building activities for the house sites

Jackson Street helps youth 24/7/365



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- Coordinate the skill building elements of clients service plans; working in a collaborative team environment with other program staff
- Coordinate and implement PS 541 skills support group (including providing the meal); work closely with community members and service providers to engage presenters on topics such as money management, job seeking, conflict resolution, health care, and educational resources
- Provide role-modeling behavior, facilitate appropriate communications, and model and develop suitable problem solving and conflict resolution skills for clients
- Complete timely, thorough, and accurate documentation of daily activity and services provided

Administrative-

- Work primarily in the TLP sites (residences)
- Provide 24 hour crisis intervention (on-call) on scheduled weekends or as assigned, that may include, but is not limited to; mitigating resident conflict, notifying law enforcement in the case of law violations, assisting residents with health related emergencies, and following protocols to ensure, the safety of residents on the property. Utilize the Program Manager, as needed.
- Maintain records in accordance with Jackson Street standards
- Write concise and complete services plans and progress records (following DASP format) in a timely manner
- Assist with billing documentation and requirements, if needed
- Input required statistics in databases
- Assist in maintaining stock of house and program supplies
- Assist in property checks, as directed
- Participate in training and professional development activities to meet position and program expectations
- Attend required and scheduled meetings
- Maintain communication with other TLP staff on program residents' needs, issues, progress, and other information gathered
- Meet with supervisor as directed, this position is supervised directly by the Next Steps Program Manager

Pay and Benefits: Wage scale \$13-15, health insurance available to those working 20 or more hours per week, 2/3 or more paid by Jackson Street. Voluntary group dental and vision plans are offered.

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