



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.

RESPONSIBILITIES:

Skills Coaching-

- 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
- 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
- Attend and Facilitate Monthly cooking class with the Housing Navigator to support and model sustainable meals that foster community within the program
- Collaborate with the Housing Navigator on case planning for independent life skills needed for self-sufficiency and/or promotion to higher Tiers in the program
- Assess young adults for referral regularly to the Housing Navigator for skills related to housing obtainment
- 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



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General/Administrative-

- Work primarily in the Next Steps 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

QUALIFICATIONS: At minimum: Bachelor's degree in human services or related field --OR-- 1+ years as a case manager or youth skills trainer along with experience working with runaway & homeless youth (RHY) or youth 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, unstructured 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.



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- 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.***

PAY & BENEFITS: Salary starts at \$39,208/year. Benefits include paid time off and holidays, medical insurance with substantial employer subsidy, voluntary vision and dental plans, enrollment in Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted Verizon Wireless personal phone service.

Jackson Street helps youth 24/7/365