

LIBERTY PLACE, INC.

Liberty Place, Inc. is an Equal Employment Opportunity Corporation

Department: Programming	Job Description
Job Description Title: Life Skills Trainer (LST)	Status: Non-Exempt
Reports To: Program Manager	Position Status: Full-time
Prepared By: Liberty Place, Inc.	Revision Date: 3/31/16

Job Summary:

The Life Skills Trainer (LST) is responsible for assisting clients in achieving and maintaining as much independence and quality of life as possible. The LST facilitates development of short and long term goals pertaining to the interests and needs of the client, and follows the resident's Person-Centered Care Plan.

Essential Duties:

1. Maintain a caseload of residents
2. Assist in developing attainable goals with regards to resident interests
3. Assist residents in designing and utilizing their own Memory Support Systems (MSS)
4. Keep ongoing documentation and records with regards to resident behavior, achievements and progress
5. Attend resident Quarterly and Case Management meetings when possible
6. Coach supportive and/or independent living practices including, but not limited to:
 - a. Meal planning, preparation, and clean up
 - b. Budgeting
 - c. Vocational Rehab
 - d. Social endeavors
 - e. Hygiene practices
7. Drive and assist residents to community functions, vocational opportunities, shopping, and other non-medical appointments.
8. Follow all programs in accordance to the resident's Person-Centered Service Plan.
9. Assist residents in and out of the facility during group activities.
10. Supervise and assist residents with self-administration of medications in and out of facility.
11. Assist the Habilitation Technician and/or Occupational Therapy, Physical Therapy, and/or Speech-Language Pathologist in Home Exercise Programs
12. Job may require occasional assistance, participation in, and planning of special events or outings
13. Job consists of occasional weekends and evening work time

The above is intended to describe the general content of and requirements for the performances of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements or as a contract for employment.

Minimum Qualifications:

1. Minimum 1-2 years' experience and general knowledge of working with individuals with cognitive, social, physical and behavioral impairments (this may include a volunteer position)
2. Successful completion of background check
3. Unencumbered driver's license
 - a. Meet all driving qualifications
 - b. Must complete a physical and driver training through Whitehall Transportation
4. Must complete a pre-employment Drug screening test and submit to future random Drug tests according to Liberty Place, Inc. policy and procedure and FTA regulations where they apply.

Preferred Competencies

1. The ability to communicate clearly and effectively (reading, writing, and speaking)
2. The ability to purposefully dialogue, share information, and participate in clear problem solving with team members
3. The ability to initiate projects and ideas, manage one's own time efficiently, and continue self-education in the area of TBI
4. The ability to compassionately, firmly, and knowledgeably deal with individuals and sometimes stressful situations

Physical Demands & Working Conditions

Standing: Remaining on one's feet in an upright position at a workstation without moving about.
Level: Even surface (linoleum, carpet, tile)
Time: 3:00 hours per day

Sitting: Remaining in the seated position.
Level: Casual, flexible, discretionary position
Time: 1:00 hour per day
Repetition: Occasionally

Walking: Moving about on foot.
Level: Casual, discretionary movement on a matted/even surface (linoleum, carpet, tile, etc.)
Repetition: Frequently

Lifting: Raising or lowering an object from one level to another.
Level: Medium; 50 pounds, maximum, occasional lifting/carrying over 50 pounds or more with assistance.
Time: 2:00 hours per day
Repetition: Occasionally

Pushing: Exerting force upon an object so that the object moves away from the force.
Level: Constant force

Time: 1:00 hour per day
Repetition: Occasionally

Pulling: Exerting force upon an object so that the object moves toward the force.
Level: Constant force
Time: 1:00 hour per day
Repetition: Occasionally

Bending: Bending the body downward and forward by bending the spine at the waist.
Level: Moderate-45 degrees
Time: 4:00 hours per day
Repetition: Frequently

Reaching: Extending the hands and arms in any direction
Level: Both hands and arms
Time: 4:00 hours per day
Repetition: Frequently

Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (with/without significant weight resistance.)
Level: Both hands and arms
Time: 3:00 hours per day
Repetition: Frequently

Minor Physical Factors

Fingering: Picking and pinching or otherwise working with the fingers primarily.
Level: Both hands
Time: 3:00 hours per day
Repetition: Occasionally

Supervisors Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of working being performed by the individual assigned to this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in those position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above

*I understand that **Liberty Place, Inc.** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy

Employee Signature/Date