

Department: Programming	Job Description
Job Description Title: Life Skills Trainer (LST)	Status: Non-Exempt
Reports to: Program Director/Music Therapist	Position Status: Full time
Prepared by: Program Director and Executive Director	Revision Date: 6/10/2020

Job Summary:

The Life Skills Trainer (LST) works in a 1:1 or small group capacity to assist residents in their individualized progress toward maximum independence and quality of life.

Essential Duties:

1. Maintain a caseload of residents
2. Assist in developing short and long term goals in conjunction with resident and team
3. Assist residents in designing and utilizing a *personalized* Memory Support System(MSS)
4. Lead, or Co-lead, resident groups pertaining to TBI habilitation
5. Keep ongoing documentation and records with regards to resident behavior, achievements, and progress
6. Attend Quarterly and Case Management meetings providing written documentation and progress of any goals or concerns
7. Continued communication with team members of ongoing resident progress and projects through team meetings and facility communication log
8. Follow all programs in accordance with the resident's Person-Centered Service Plan.
9. Coach supportive and/or independent living practices including, but not limited to:
 - a. Meal planning, preparation, and clean up
 - b. Time and money management
 - c. Pre-vocational skills
 - d. Social skills
 - e. Daily living, organization, and hygiene practices
10. Collaborate with Administrator, House Leads and DCS to optimize the community living idea (being actively involved in the home)
11. Drive and assist resident(s) to community functions, activities, volunteer, vocational opportunities, shopping, and other *non-medical appointments*. (Medical appointments when necessary and planned as part of community re-integration)
12. Planning, participation and implementation of special events, outings and facility wide activities alongside residents

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13. Supervise and assist residents with self-administration of medications in and out of facility.
14. Continued education in the area of TBI research and best practices
15. Assist the Habilitation Technician and/or Occupational Therapy, Physical Therapy, and/or Speech-Language Pathologist in Home Exercise Programs
16. Work occasional weekends and evenings as needed
17. Complete professional goals statement to be reviewed and assessed annually

Minimum Qualifications:

1. Minimum 1-2 years' experience and general knowledge of working with individuals with cognitive, social, physical and behavioral impairments
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 all team members
3. The ability to initiate projects and ideas and manage one's own time efficiently
4. The ability to compassionately, firmly, and knowledgeably deal with individuals and sometimes stressful situations
5. Knowledge of working with individuals who have a TBI

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