

# Door of Opportunity, Inc.

## Job Description

<b>JOB TITLE:</b>	Meaningful Life Coach
<b>FLSA STATUS:</b>	Hourly
<b>POSITION:</b>	Full Time / Part Time
<b>RECEIVES SUPERVISION FROM:</b>	Meaningful Life Manager

**MINIMUM QUALIFICATIONS: MINIMUM QUALIFICATIONS:** High School Diploma or GED preferred but not required. Must be eighteen (18) years of age or older and able to provide proof of employment eligibility. Willingness/desire to work with individuals with developmental disabilities and ability to work as a team member for the benefit of the individuals. Ability to read and write concisely. Must have current working contact telephone number. Have the ability to lift 30 pounds on a daily basis. Must be physically able to evacuate individuals in the event of an emergency and be able to intervene in the event of physical contact. Must have negative drug screen results and positive background check prior to employment. References must reflect a positive work history. Must have valid drivers license and be insurable on company auto insurance policy. Must provide proof of being free from Tuberculosis prior to employment. Employment is subject to clearance by Department of Health Caregivers Criminal History Screening Program.

**GENERAL RESPONSABILITIES TO INCLUDE, BUT NOT BE LIMITED TO:** Provides quality active supports necessary to help individuals with developmental disabilities realize their personal dream & goals, while improving their quality of life. Provide safety, support, growth, and efforts to help a person lead a self-directed life. Accepts workdays, hours, and work locations that are subject to change to accommodate the needs of the agency. Providing transportation to individuals in the program may also become the responsibility of a Meaningful Life Coach. If so, the employee would be required to successfully complete all driving and safety courses, and have periodic reviews of their driving record. If determined to be an appropriate driver, you will be instructed to by your supervisor of specific duties.

**SPECIFIC RESPONSABILITIES TO INCLUDE, BUT NOT BE LIMITED TO:**

- ❖ Is responsible for providing care and supervision to individuals in the day program setting, and/or employment setting.
- ❖ Is responsible for working with individuals to achieve Activities of Daily Living; including cooking, cleaning, laundry, hygiene, shopping, and communication to their highest level of independence.
- ❖ Will study and learn about the individuals supported in the program including understanding and implementation of ISP's.
- ❖ Performs the ability to identify crisis situations, defuse the situation, implement immediate intervention crisis response strategies consistent with the Crisis Prevention/Intervention Plan, Positive Behavioral Support Plan or other relevant intervention strategies or actions identified in the ISP.
- ❖ Performs the ability to support the individual in the development of friendships and other relationships.
- ❖ Will encourage participation community activities and participation in outcomes that are meaningful to the individuals served.
- ❖ Performs the ability to assist individuals to meet their physical (e.g., health, grooming, toileting, eating) and personal management needs, by teaching skills, providing supports, and building on individual strengths and capabilities.

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## Meaningful Life Coach

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- ❖ Performs the ability to assist individuals with household management (e.g., meal prep, laundry, cleaning, decorating) and with needs outside the home such as using public transportation or accessing other community services.
- ❖ Performs the ability to maintain accurate records; quality daily notes regarding activities including outcome progress and collects data for outcome monitoring.
- ❖ Performs the ability to assist individuals with identifying, securing and using needed equipment (e.g., adaptive equipment and therapies (e.g., physical, occupational and speech/language).
- ❖ Assist with medications and medical treatments as authorized by the Assisting with Medication Delivery course, after state approved training and documents appropriately.
- ❖ Participates in Interdisciplinary Team Meetings to share information and help with the development of vision statements, functional supports, outcomes and action steps.
- ❖ Helps to complete annual assessments of individual's progress, strengths and needs.
- ❖ Performs the ability to effectively employ communication skills to build rapport and channels of communication by recognizing and adapting to the range of individual communication styles.
- ❖ Assists and supports the individuals to develop strategies and make informed choices.
- ❖ Identify the need for community supports and work with the individual's informal support system and other IDT Members to initiate meaningful community connections.
- ❖ Insures that the environment is safe and free from any health hazards and work area is kept clean.
- ❖ Completes Accident, Observation (Behavior) reports, monitors and documents seizure activity, and Elimination Records when applicable, as well as other individualized tracking.
- ❖ Participates in safety drills.
- ❖ Maintains confidentiality.
- ❖ Makes arrangements for activities and completes appropriate request.
- ❖ Encourages community participation and makes arrangements for integration.
- ❖ Participates in individual specific trainings and may participate in additional trainings or conferences as requested.
- ❖ Assisting with mentoring/shadowing of new employees.
- ❖ Maintaining an ethical code of conduct.
- ❖ May provide vocational supports, "job coaching," to individuals who are employed in the community. This includes prompting individuals to complete tasks, stay on task, assisting individuals to communicate with co-workers and supervisors, and assistance in learning any new job skills. Job coaches will only provide supervision as needed and will not perform job tasks for the individual. Job coaches insure that individuals are well presented to the public and treated with respect at all times.
- ❖ Acknowledgement and following all HIPPA regulations.
- ❖ Supports the meaningful day initiative all efforts to help a person lead a self-directed life.
- ❖ Ensure conformance to DDSD and CARF Standards.
- ❖ Assure compliance with Door of Opportunity, Inc. policies and procedures.
- ❖ Take appropriate action to report and/or correct any obvious unsafe conditions.
- ❖ Maintain a positive professional working relationship with individuals, co-workers, supervisors, agency staff, parents and community representatives.
- ❖ Present positive, fair, and accurate image of the agency to the public.
- ❖ Maintain required trainings to include but not limited to First Aid, CPR, Handle With Care, and Assisting with Medication Delivery.
- ❖ Adhere to agreed upon work schedule and assure that absences do not adversely affect the time completion of responsibilities and/or unduly burden co-workers.
- ❖ Perform other duties as assigned.
- ❖ Must attend all schedule house meetings.

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**MINIMUM PHYSICAL DEMANDS REQUIRED BUT NOT LIMITED TO:** While performing the duties of this position employee is regularly required to stand and sit, use hands and fingers, reach with hands and arms, talk, read, write, and hear. Position requires walking or standing a minimum of 5-6 hours a day. Must be able to balance, stoop, kneel and/or crouch periodically. May lift a minimum of 30 pounds and on occasions lift or move weight in excess of 35 to 50 pounds, including the lift and transfer of individuals served. Specific vision abilities required include close vision, peripheral vision, depth perception, and ability to adjust focus.

I, \_\_\_\_\_, can perform the essential functions of this position unless otherwise noted.

**Note:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. If you want Door of Opportunity, Inc. to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment and suggest the kind of accommodation that you believe would be appropriate.

I have read, understand, and will comply with this job description of my position at the Door of Opportunity, Inc.

\_\_\_\_\_  
Meaningful Life Coach

\_\_\_\_\_  
Date

**Reviewed by:**

\_\_\_\_\_  
Meaningful Life Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date