

JOB DESCRIPTION

POSITION TITLE:	SKILLS COACH (Overnight)
ENTRY LEVEL:	C4
MINIMUM QUALIFICATIONS:	<p>Bachelor's Degree in Psychology or a related field or an Associate's Degree plus at least one year of work experience in Human Service/Mental Health Field or a high school diploma and three years of work experiences in Human Service/Mental Health Field.</p> <p>Provide proof of current, valid Oregon driver's license (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.</p>
UNIT:	Momentum
SUPERVISOR:	Skills Coach Supervisor
STATUS:	NON-EXEMPT
DEGREE OF SUPERVISION:	Formal Supervisory Sessions Scheduled Bi-Weekly or As Needed
POSITIONS SUPERVISED:	NONE

Tasks & Responsibilities:

I. Professionalism

Responsibilities and Expectations:

- A. Actively utilize and reference agency policy, procedures, mission and values.
- B. Provide overnight coverage as per the staff schedule.
- C. Upholds good attendance/punctuality.
- D. Demonstrate and maintain clear, consistent, appropriate, and therapeutic boundaries with clients.
- E. Uses time effectively/efficiently.
- F. Demonstrate and maintain clear and appropriate boundaries with staff at all levels of the program/agency.
- G. Maintain confidentiality of information.
- H. Protect client confidentiality while in the community.
- I. Utilize strengths-based and CPS communication in interactions with or about clients and families.
- J. Demonstrate alignment with the agency philosophy of Collaborative Problem Solving: People Do Well if They Can."
- K. Demonstrate ability/discipline to utilize Collaborative Problem Solving communication approaches in interactions with clients and colleagues.

II. Clinical

Responsibilities and Expectations:

- A. Demonstrate knowledge of adolescent and young adult development through interactions with youth and participation in clinical staffing discussions.
- B. Demonstrate active listening and empathy skills.
- C. Engage in "Plan B" conversations according to established individual goals and treatment plans.

- D. Utilize strengths-based communication in interactions with or about youth.
- E. Attend required trainings in adolescent and young adult development, diagnosis, and pharmacology.
- F. Demonstrate an understanding of group dynamics and effectively intervene when necessary.
- G. Participate in staff meetings and treatment plan reviews
- H. Attend all in-service trainings offered unless providing direct care coverage or excused by supervisor.
- I. Utilize feedback from treatment team, co-workers, clinical personnel, and supervisors.

III. Safety of the Milieu

Responsibilities and Expectations:

- A. Ensure the safety of clients and staff at all times.
- B. Complete hourly checks, unless otherwise specified.
- C. Provide adequate supervision of each client as prescribed.
- D. Demonstrate knowledge and use of clients Behavior Support Plan.
- E. Follow milieu structure, expectations and guidelines.
- F. Effectively assess and manage crisis situations.
- G. Demonstrate effective verbal intervention skills in de-escalating youth.
- H. Demonstrate effective verbal Proactive "Plan B" and Emergency "Plan B" in order to prevent crises.
- I. Demonstrate effective use of proactive "Plan B" conversations in preventing crises and emergency "Plan B" during crises.
- J. Demonstrate ability to identify risk situations and manage aggressive behaviors.
- K. Demonstrate knowledge and understanding of safety procedures, fire drills, and evacuation plans.
- L. Demonstrate knowledge of all emergency contacts and numbers.
- M. Notify Manager/s, shift lead/Supervisor of incident in a timely manner.
- N. Debrief daily milieu functioning with oncoming/outgoing staff.
- O. Complete perimeter checks.
- P. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines.

IV. General

Daily Milieu Responsibilities and Expectations:

- A. Demonstrate ability to develop therapeutic rapport with youth.
- B. Actively supervise and interact with clients.
- C. Responsibly assist youth with self-administration of medications within agency policies and procedures.
- D. Communicate effectively with colleagues on shift.
- E. Complete all cleaning listed on overnight cleaning checklist.
- F. Notify shift lead of all incidents occurring on shift.
- G. Effectively assess and manage crisis situations.
- H. Demonstrate ability to identify risk situations and manage aggressive behaviors.
- I. Demonstrate effective verbal intervention skills in de-escalating youth.
- J. Demonstrate ability to assess the need for and establish moment-in-time guidelines addressing the needs of an individual youth or groups of individuals within the therapeutic milieu.
- K. Upkeep the health, safety and cleanliness of the milieu.

V. Documentation

Responsibilities and Expectations:

- A. Complete daily service notes.
- B. Complete shift report.
- C. Accurately document interventions and incidents according to agency policy.

- D. Prepare documents for the morning shift.
- E. Update new client/discharged information.
- F. Document hourly checks.
- G. Complete overnight check and file.
- H. Document work orders.
- I. Order and document cleaning supplies and materials.

VI. Trainings

Responsibilities and Expectations:

- A. Maintain current First Aid and CPR certification.
- B. Maintain current CPI certification and demonstrate proficiency in CPI procedures.
- C. Maintain all annual trainings.

VII. Safety of Work Environment

- A. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines.
- B. Cooperate with other staff and demonstrate respect for other staff, youth and visitors to the facility.
- C. Contribute to ensuring the work environment is safe and well maintained to prevent unnecessary injury, time loss and agency expense.
- D. Comply with all federal, state and agency health and safety reporting requirements.