

KAIROS

The moment when change is possible

Administrative Offices
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JOB DESCRIPTION

Job title:	Skills Coach Supervisor
Range:	C8 – C11
Program:	Residential Program – Three Bridges and New Beginnings C11, Coastline C10, RTH C8
Supervisor:	Assistant Program Manager
FLSA Status:	Exempt
Degree of Supervision:	Formal Supervisory Sessions Scheduled Bi-Weekly or as needed
Positions Supervised:	Senior Skills Coach and Skills Coaches
Primary Purpose:	

Provide direct supervision to Senior Skills Coaches and Skills Coaches. Assist in the care and treatment of youth and young adults with psychiatric needs by providing consistent skills training and emotional support in a safe and secure manner.

Education and Experience

Must meet Qualified Mental Health Associate (QMHA) classifications, which includes a 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 experience in Human Service/Mental Health field.

Preferred prior management, supervisory, or leadership experience.

Minimum Qualifications:

1. 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.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identifier (NPI) number and credentialing application process.

Essential Duties, Responsibilities and Core competencies:

- A. Deliver and coordinate skills training and psychiatric services for youth, young adults and families.
- B. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- C. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) by utilizing the approach in interactions with youth and young adults, families, staff, and community partners.

- D. Actively supervise and interact with youth and young adults both in the community and within the therapeutic milieu to maintain safety and provide psychiatric services.
- E. Demonstrate knowledge of youth and young adults' development and group dynamics by adjusting therapeutic approaches to developmental level and group interactions.
- F. Provide transportation of youth and young adults, or assistance of transportation for appointments and activities.
- G. Provide individual and group skills training and coaching within skill areas including but not limited to: independent living/self-sufficiency, wellness, education, coping skills, navigating the medical community and community living.
- H. Safely de-escalate youth and young adults, including in crisis situations, by effectively using verbal intervention skills.
- I. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to Oregon Administrative Rule (OAR) and standards of care.
- J. Plan the shift flow, assure that structures, ratios and routines are maintained and followed, activities are carried out, and individual and group needs are addressed.
- K. Promote positive staff relations through communication and implementation of agency policies, procedures and practice guidelines.
- L. Delegate tasks and responsibilities to assure smooth team function and task completion.
- M. Provide and administratively document individual supervision for assigned Senior Skills Coaches and Skills Coaches. Ensure ongoing performance management and completion of performance appraisals.
- N. Address issues of concern with supervisees immediately or at the next supervision session.
- O. Provide program support to clinician in documentation of care plans and milieu portion of assessment when applicable.
- P. Demonstrate a high level of competence and problem solving skills in risk management, therapeutic interventions, and decision making while considering impact on youth and young adults, staff and other departments.
- Q. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- R. Working knowledge and ability to utilize, reference, and follow agency policies, procedures, and guidelines to provide immediate action in daily responsibilities.
- S. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- T. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- U. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

Perform other related work as assigned.

Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential and community environments based on assigned caseload. The conditions of client homes and environment may vary.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings and providing transportation to clients.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____