

INDEPENDENT LIVING RESOURCES, INC.
Job Description: Skills Trainer

JOB TITLE

Community Skills Trainer

JOB SUMMARY

The Skills Trainer will promote consumer directed services in the community to persons living with a disability who are referred through other area entities such as long term care organizations and county mental health recovery departments. The Skill Trainer will work with other team members to help consumers work toward achieving goals they want to achieve.

QUALIFICATIONS

- Personal experience or have worked with person who have a disability
- Have knowledge of Independent Living and Recovery philosophy gained through education, training, paid work, volunteer work and / or lived experience required.
- Have the skill and competence to establish supportive, trusting relationships with persons living with a disability required.
- Have strong written and verbal communication skills required
- Ability to maintain confidentiality of consumer information required
- Ability to set and maintain personal and professional boundaries required
- An insured vehicle and valid driver's license available for daily use or ability to arrange own transportation required.
- Have strong computer/data entry skills
- Ability to document/case notes for all contracts

ESSENTIAL FUNCTIONS OF THE JOB

1. Demonstrate Independent Living and Recovery philosophy in daily work activity
2. Assist other professionals in identifying program environments that promote recovery; lend their unique insight into mental illness and what makes recovery possible
3. Utilize their unique recovery experience, the Skills Trainer will:
 - a. Teach and role model the value of every individual's recovery experience
 - b. Model effective coping techniques and self-help strategies
 - c. Perform peer-support, mentoring, problem solving and offer encouragement to persons living with mental illness
4. The Skills Trainer will serve as a recovery agent by:
 - a. Providing and advocating for effective recovery-based services to persons with mental illness
 - b. Assisting consumers in obtaining services for individual recovery needs
 - c. Informing consumers about community and natural supports and how to use these in the recovery process
 - d. Assisting consumers in developing empowerment skills through self-advocacy and stigma busting
5. Documentation of goals, consumer contact utilizing agency database
6. Protect consumer and agency information by adhering to confidentiality standards
7. Employ professional judgment and continue professional development by:
 - a. Participation in staff meetings, workgroups and committees
 - b. Identify and participate in trainings to advance knowledge and skills
 - c. Lead and/or participate in special agency projects
 - d. Identify areas of interest and specialty to act as an agency resource

SUPERVISION

The Skills Trainer is supervised by the Independent Living Coordinator.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Independent Living Resources, Inc. is an Equal Opportunity Employer