

# **LIFE SKILLS COORDINATOR Tompkins County**

**Department:** Department of Social Services

**Classification:** Competitive

**Labor Grade:** 14

**Approved:** 0

## **MINIMUM QUALIFICATIONS:**

Possession of a bachelor's degree from a regionally accredited college or university or a New York State registered four year college or university **AND** at least two years of full-time paid (or the equivalent part-time and/or volunteer) experience working with high risk youth (i.e., Juvenile Delinquents (JD), or Persons in Need of Supervision (PINS) in a residential setting or in a community based program specializing in services for high risk youth and their families.

## **SPECIAL REQUIREMENT:**

Must possess a valid NYS Drivers license at the time of appointment and maintain such license for the duration of employment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for coordinating and providing life skills services for youth in foster care or formerly in foster care. The life skills coordinator is responsible for delivery of service according to local policies and state and federal law for all youth eligible for life skills services through the Department. The life skills coordinator in consultation with a Supervisor, formulates and carries out life skills services for the Department. The life skills coordinator serves as a lead worker directing project assistants, case aides, foster parents, caseworkers, volunteers, other agency or community representatives, and youth leaders in coordinating and delivering the services of the life skills program. An incumbent in this class has considerable autonomy and works under general supervision. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Establish relationships with youth and the youth's team;
- Participate as a member of the youth and family's team, including attending family team meetings, service plan reviews or other meetings involving the youth and or family;
- Performs Life Skills assessments for all eligible youth using standardized assessment tools;
- Oversees and approves life skills assessments according to required time frames;
- With the youth and the youth's treatment team, develops goals and tasks and documents and reports on progress at required time frames;
- Builds on youth's strengths by locating opportunities in the community for youth experiences
- and skill building, leisure, recreation, education, employment (eg. Job Link, Learning Web, Tutoring, College);
- Develops and delivers a series of group or individual learning opportunities using the Life Skills
- Tool Box Curriculum;
- Administers and reports on Pre-tests and Post tests and attendance for each group class;
- Provides support for youth participation in OCFS offerings such as the Youth Speak out, OCFS regional meetings, and Voices United, including notifying and engaging youth and their caseworkers, foster parents, parents and mentors, accompanying youth to the events if necessary, and transporting youth to events if necessary.
- Manages stipends by developing and overseeing individual contracts with youth;
- Develops support for the youth in meeting the terms of the contract, and/or provides individualized support for youth to help the youth learn to save/manage money;
- May assist youth or foster parents with opening bank accounts or managing finances;
- Collects and documents progress monthly, using a written progress report as the basis for the
- stipend.
- Revises contracts with youth as necessary;
- Manages education and training vouchers;

- Identifies youth in foster care or formerly in foster care who may be eligible for education and training vouchers and reports to the Supervisor and Director the number of eligible youth and receive approval for the expenditure;
- Completes reports to the NYS ETV program;
- Supports youth in accessing the education and training voucher once it has been approved;
- Engages youth, foster parents, caseworkers, in planning delivery of services, for example, in planning group and individual learning activities, policies around stipends, Life Paks, discharge planning, ect. Facilitating at least bi-annual opportunities for youth to participate;
- Assures that each eligible youth receives the foster care youth handbook and has access to
- Voices United;
- Identifies youth leaders and develops leadership skills with foster care youth and former foster care youth to mentor other youth in foster care;
- Facilitates support groups for youth, such as youth transitioning to independent living;
- Builds relationships and working agreements with community service providers in order to access services for youth in the community;
- Documents and reports on donations and in kind donations to Independent Living Services, and maintain spreadsheet of such;
- Completes written summaries and reports;
- Maintains contact list of youth leaders and mentors and mentorees;
- Maintains a Life Skills file for each youth receiving services, including the assessment, photo ID,
- Birth Certificate, Social Security card, stipend contract, and monthly progress reports and
- Reassessments;
- Collaborates with communities and agencies in initiatives to facilitate engagement of foster care youth in their communities and coordinate activities to recognize youth achievements;
- Visits youth in foster homes, their residences, detention, jail, or in the community;
- Documents youths progress in the electronic Connections record according to agency and state requirements and/or in the youth's file;
- May appear in Court as child advocate or as a witness;
- May facilitate/train youth and parenting groups in middle schools or in the community.

#### **KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the modern principles and practices of social work, group work
- Working knowledge of federal state and local social service laws
- Working knowledge of community services
- Ability to establish and maintain effective relationships
- Ability to apply knowledge of social service laws in performance of duties
- Ability to plan and collaborate with youth and their team
- Ability to operate computer terminal for entry or retrieval of data
- Ability to plan, lead, conduct groups and youth or adult training sessions
- Ability to make oral and written reports
- Assessment skills
- Interviewing skills
- Good judgement