



Job Title: Evening Life Coach

Reports to: TLP Manager

Status: Part Time - \$15/hr

Schedule: Monday-Friday 8pm-8am

Job Description: The Life Coach is responsible for teaching young adults independent living skills and daily routine care. They also teach the young adults to be respectful, well-mannered and responsible. The Life Coach supervises and participates in the educational, spiritual development and extracurricular activities of the young adults.

Job Duties:

- Provides a safe environment that promotes the general welfare of the young adults
- Supervises young adults according to Grace House policy and DHR Minimum Standards
- Provides proper supervision of the young adults both at home and away from home
- Ensures that each young adult has adequate and appropriate clothing and shoes
- Protects the physical and personal privacy of each young adult from inappropriate actions by others
- Monitors the physical, emotional, and mental health of the young adults and schedules appointments and transports young adults to medical, dental, and counseling appointments. Relays any important information to TLPM
- Maintains scheduling and transports young adults to work, school, and appointments as needed
- Teaches young adults to care for their personal belongings and to respect the property of others
- Ensures young adults have good age appropriate hygiene practices
- Assigns weekly chores to the young adults, teaching them how to perform them correctly, including keeping their rooms clean and tidy at all times
- Review each young adults treatment plan with TLP Manager (TLPM)
- Teach basic living skills, document and submits Medicaid Billing to TLPM in a timely manner
- Maintains and updates TLP staff on the young adults daily activity via the communication log
- Responsible for medication cabinet (prescription and over the counter refills, maintain/updates medication logs, discarding expired medications)
- Administers medications as prescribed by a physician, and documents all administrations of medication
- Submits medication logs to TLPM monthly
- Immediately and appropriately reports to the TLPM all injuries, accidents, and incidents that affect the physical, emotional, mental, or spiritual well-being of the young adults
- Maintains household, appliance, and equipment records and documents all expenditures
- Keeps all household appliances and equipment in good working order by immediately notifying the TLPM of any repair needs
- Lead daily devotions with the young adults
- Observes all birthdays of the young adults as well as holidays, respecting the ethnic and cultural diversities of each young adult
- Conducts weekly house meetings (to help the young adults function as a team within the house and resolve any grievances)



- Check organizational calendar and email on daily basis
- Submit AOM and cleanest room awards to TLPM
- Submit forms and distribute young adults allowances
- House Cleaning/Maintains the household in a clean and orderly manner at all times
- Maintains and teaches young adults how to manage groceries and household supplies
- Teaches young adults how to prepare three wholesome healthy meals and nutritional snacks
- Submits grievances reports to TLPM
- Communicates pertinent information with social workers and follows up with TLPM and RPD
- Compiles and submits daily sign in logs to TLPM monthly
- Attends court dates and ISPs as requested/needed
- Accompany young adults on emergency visits, communicate with doctors and follow up with TLPM and RPD
- Review visitation forms and submit to TLPM
- Keeps the grounds well-groomed and free of hazardous objects at all times
- Attends regularly scheduled devotion, staff, MDT, treatment team, and ISP meetings
- Participates in Grace House Ministries staff orientation, DHR Minimum Standards training, TLP & ILP program and placements requirements training, parent education workshops and seminars pertinent to innovative and creative parenting techniques
- Operate homes in compliance with state licensing, fire codes, and health permits.

Qualifications:

- Must be 25 years of age
- College degree preferred with coursework in childhood development, childcare, psychology, or related areas
- Prior experience working with children and youth (preferably children and youth in foster care or similar settings)
- Computer literate and technical savvy
- Strong organization and communication skills
- Current certification in CPR and basic first aid
- Good physical health as documented by a current physical examination
- Some travel to local areas: Valid driver's license and automobile insurance; must obtain Alabama license and insurance within 30 days of relocating into the state
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry

Work Environment:

- A solid Christian faith and a teachable spirit
- Be an example/role model to the girls
- Be a team-player and support the mission of Grace House
- Demonstrate professionalism in all aspects of job performance; very hospitable
- Business casual attire appropriate for office environment