

# Job Description

**Organization:** St. Louis Life  
**Position:** Program Coach  
**Reports to:** Executive Director  
**Date:** August 2006

## Position Summary:

The Program Coach is responsible for the delivery of direct support services to St. Louis Life residents in a manner that respects the clients' needs and enhances their independence and dignity within their environment.

## Specific Duties:

1. Provides assistance, support, and supervision in the learning of residential skills including cooking, menu planning, banking, laundry, grocery shopping, purchasing of personal items and clothing, housekeeping, personal hygiene, recreation, and other appropriate skills related to increased independent living
2. Maintains an environment in which relationships may develop and in which men and women are actively offered assistance with problems and concerns.
3. Maintains an environment in which the men and women are given opportunities for decision making.
4. Assists residents in the planning of and participation in social, recreational and educational activities, both within the St. Louis Life facility and the greater community.
5. Documents services provided to residents and resident progress as part of the evaluation system.
6. Participates in staff meetings.
7. Maintains consistency in all areas by continuing good communication systems with other staff by reading log books, administrative memos, staff meeting minutes, etc.
8. Provides information to parents or guardians on their resident on an as needed basis
9. Represents St. Louis Life at various meetings, events, and collaborations

## Education/Experience

Bachelor's Degree preferred in social work, education, human services, sociology, psychology, or closely related area and a minimum of two years professional experience in working with individuals with developmental disabilities.

## Skills Required:

1. Strong critical thinking and analytical skills
2. Ability to relate to individuals with developmental disabilities and their families
3. Word processing, spreadsheet, database management, and general computer capabilities

4. Self directed but willing to work in a team orientation setting
5. Understands and demonstrates ethical behavior and practices
6. Ability to build and maintain positive working relationships with others
7. Effective communication skills
8. Creativity/Innovation
9. Ability to focus on resident needs--Anticipate, understand, and respond to the needs of residents to meet or exceed their expectations within the organizational parameters.
10. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
11. Problem Solving--Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
12. Adaptability--Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.