

Casco Bay Community Support Services

Job Description

Title: Skills Development Worker

Supervisor: Program Manager

Supervisees: N/A

Job Purpose

Skills Development Workers support clients in increasing their independence by teaching them the skills necessary to access community resources, learn or improve independent living skills and successfully manage symptoms so that they can integrate into their community.

Duties and Responsibilities

Assisting clients in learning how to perform independent living skills such as using public transportation, budgeting, organization and time management.

Supporting clients in a community setting while shopping, attending 12 step programs of recovery or exploring and participating in educational, vocational, peer and social activities of their choice.

Encouraging clients to learn and practice problem-solving, conflict management skills and independent decision making.

Helping clients to successfully engage in community integration activities to overcome social isolation.

Participating in the assessment of client's health and wellbeing needs and reporting any observed changes in the client's mood, behavior, health or mental health.

Notifying the Program Manager of any change in the client's circumstances or any unusual situation that occurs during working hours.

Observing all agency policy as outlined in the employee handbook.

Attending staff meetings, training, and supervisions as required.

Submitting quality paperwork including client progress notes and timecard as due weekly.

Arriving to shift on time as scheduled. Notifying Program Manager by telephone, not text, if you are going to be late, or cannot work, a shift as scheduled, prior to the shift time.

Conduct

Skills Development Workers must maintain high standards of personal accountability and are expected to be professional and to treat people in a courteous and respectful manner.

Qualifications

Skills Development Workers must successfully pass background investigations prior to being hired and adhere to the training requirements of the position as outlined in the agency's training policy.

Employee Signature

Date