

## Region V Systems

### JOB DESCRIPTION

<b>Position:</b>	Skill Builder – 25 hours per week
<b>Reports to:</b>	FYI Program Supervisor
<b>Supervisory Responsibilities:</b>	None
<b>Rate of Pay:</b>	Grade 1
<b>FLSA Status:</b>	Non-Exempt
<b>Last Revised:</b>	December 2017

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### POSITION SUMMARY

The job responsibilities for this position focus primarily on assisting Professional Partners in teaching life and/or social skills to participants (clients) enrolled in the Family & Youth Investment program. Skill Builders work on a one-on-one basis with youth (ages 0 – 18) and/or young adults through age 24 who are diagnosed with a Serious Emotional Disturbance (SED) and/or a Serious Mental Illness (SMI) or Co-occurring Disorder. This incumbent shall serve as a positive role model, assisting participants with skill acquisition, problem solving, and developing a sense of connectedness with the community at large. Skill Builders serve as visionaries and cheerleaders for participants.

Skill Builders work a flexible schedule, based on participants' needs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- A. Core Life Skills:** As directed by the participant's Plan of Care, the Skill Builder is expected to plan, arrange, and/or facilitate skill building activities, meeting face to face with the participant to teach life skills, including but not limited to:
1. Accessing benefits (e.g., assessing eligibility for Food Stamps, Medicaid, SSI/SSDI) and personal financial budgeting (checkbook reconciliation, paying bills, and banking).
  2. Money management (budgeting, checkbook reconciliation, paying bills, and banking).
  3. Self-care/personal hygiene (e.g., purchasing hygienic supplies, assistance with purchasing clothing).
  4. Housekeeping and maintenance (e.g., teaching and modeling how to complete laundry).
  5. Meal preparation (e.g., teaching and modeling the purchasing of food, preparing meals and demonstrating acceptable eating behaviors).
  6. Community resource utilization (e.g., use of public transportation, accessing bus passes).
  7. Assist/teach participant with engaging in/learning appropriate social recreational activities/skills.
  8. Other life skills as deemed necessary to meet the participant's Plan of Care goals (e.g., assist with finding employment and/or housing; enrolling in college/applying for financial aid).

**B. *Other Supportive Functions***

1. Assist the participant with transportation, accessing respite, and/or connecting to parental supports as directed by the Plan of Care.
2. Tutoring.
3. Model a mature and positive example for the participant.
4. Attend and participate in monthly Wraparound Team meetings and work closely with the Wraparound Team to ensure integrity of the wraparound approach.
5. Maintain weekly contact with supervisor and assigned Professional Partner.
6. Directly supervises participant, at all times, during skill-building activities.

**C. *Documentation***

1. Per required deadlines, maintain and submit clear and accurate documentation of each contact with the participant and/or family as it relates to the identified Plan of Care goals.
2. Per required deadlines, maintain and submit a time sheet and mileage log.

**D. *Expenditure of Discretionary Funds***

1. Use discretionary funds only as directed by supervisor and assigned Professional Partner.
2. Maintain and submit accurate documentation of expenditures as directed.

**OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EDUCATION & EXPERIENCE**

**Minimum Requirements**

- High school diploma or GED.
- Must be 21 years of age or older.

**Preferred**

- College-level courses in related field.
- Knowledge and/or experience working with individuals with a Serious Emotional Disturbance (SED), a Serious Mental Illness (SMI), or Co-occurring Disorder and their families (when applicable).
- Knowledge and/or experience accessing benefits (housing, SSI/SSDI, SNAP, etc.) and other community supports (vocational rehabilitation, higher education, etc.).

**ABILITIES & SKILLS**

- Willingness and competencies to work with youth, young adults, and families, including youth diagnosed with a Serious Emotional Disturbance (SED) and/or a Serious Mental Illness (SMI) or Co-occurring Disorder.
- Ability to work independently and prioritize responsibilities to effectively manage time to meet necessary deadlines as directed.
- Ability to maintain effective working relationships with supervisor, peers, co-workers, business stakeholders, clients, and the public.
- Ability to read and understand information and ideas presented orally and/or in writing to complete assigned tasks.
- Ability to accurately and timely document work completed through progress notes or as otherwise directed.
- Ability to write, speak, and understand English as necessary to effectively perform position and to communicate with supervisors, employees, or clients the incumbent works with based on the assumption that such individuals can only write, speak, and understand English.
- Ability to problem solve in crisis situations.
- Ability to work independently in a participant’s (family members) home.

**WORK ENVIRONMENT & TRAVEL REQUIREMENTS**

- 5 hours a week will be spent in the office to work on client documentation and attend staff meetings as needed. 20 hours a week will be spent working directly with participants (clients) in their home and/or community setting.
- Responsibilities will require a flexible work schedule, including some evening/weekend hours, to meet business needs of the organization. Typical hours of work will generally fall within the time frame of 11:00 a.m. – 7:00 p.m. as needed to meet participants’ (clients’) schedules.
- Incumbent is required to carry a working personal cell phone during shift (monthly cell phone stipend provided).
- Incumbent is required to have, and maintain, personal, reliable transportation to travel to meetings/activities/transport clients within Region V Systems’ 16-county area as required to perform job. Incumbent must have, and maintain, a valid Nebraska driver’s license and have, and maintain, current vehicle insurance.

<b>Employee Acknowledgment of Job Description</b>	
<p>This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the policy and procedures manual is a contract for employment.</p>	
_____	_____
Employee Signature	Date