

Life Skills Coordinator at Ascend, PT

Job description

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. The Part-Time Life Skills Coordinator supports the Pillars Ascend program in Neenah, WI. The Ascend program provides supportive services and independent living skills for 12 young adults, ages 18-25, living with mental health challenges. The Life Skills Coordinator engages and encourages young adults by utilizing the recovery model and by working closely with the Ascend team. The position is expected to provide support 2 days per week (choice of any 2 days besides Wednesday), in the afternoon and early evening (between 2:00pm and 8:00pm).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- Provide afternoon and evening onsite support, with focus on increasing the young adults' ability to live as independently as possible in the community.
- Work closely with the Ascend Case Manager, on-site counselor, and Stable Housing Director to give the young adults a holistic approach to achieve independent living with a mental health issue.
- Alongside of the Ascend Case Manager, help develop life skills in the young adults needed for independent living such as managing time, cleaning house, and paying program fee on time.
- Facilitate family style dinner meals two to three times per week. Responsibility for the meals includes planning, budgeting, shopping, preparing, and cleaning up with possibility of incorporating this into a program for young adults.
- Help oversee the Fox Valley Technical College Occupational Therapy Assistant student fieldwork rotations.
- Assist the Ascend Case Manager in maintaining Ascend office building and grounds.
- Other duties as assigned.

CORE COMPETENCIES:

- **Confidentiality** – Ability to maintain confidential information and safeguard the security of information of Pillars and our clients. Keep private information from unauthorized individuals, either within Pillars or others outside the organization.
- **Building Relationships** – Demonstrates exceptional relationship-building ability with volunteers, clients and consumers, tenants, agency partners, donors and potential donors, board and committee members.
- **Customer Service** –Manages difficult, emotional, and/or rapidly escalating situations; responds promptly to need; responds to requests for service and assistance; meets commitments. Displays a positive attitude, demonstrates empathy understanding, and interacts/presents solutions without judgment.

- **Interpersonal Skills** – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other’s ideas and tries new things.
- **Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Flexibility** – Ability to flex schedule to occasionally respond to needs outside of normal working hours.

QUALIFICATIONS:

- High School Diploma or equivalent required
- Associates degree or two-year college certificate in occupational therapy assistant program or related field is preferred
- Ability to travel locally, with access to a reliable vehicle and possess a valid Wisconsin driver’s license and automobile license

This position is expected to work inclusively and respectfully with a diverse community and practice civility in the workplace. In addition, this position requires strong oral, written, interpersonal, and organizational skills, demonstrated integrity, and the willingness to work independently and as part of a collaborative team. This position requires knowledge of Microsoft office suite and related technologies.

Job Type: Part-time

Pay: From \$15.25 per hour