



Living Independently, Finding Empowerment

Job Description:
Transition Specialist – Independent Living Program

LIFE Skills Foundation in Durham, NC is seeking to hire a full-time Transition Specialist to work at our Independent Living Program for Young Adults. We provide housing and wraparound supports to young adults ages 15-25--most of whom have aged out of or experienced the foster care system. LIFE Skills Foundation works to address barriers to independence including housing instability, un/underemployment, lack of a safety net and limited access to resources. LIFE Skills Foundation's approach is catered to the individual needs of each client.

Please email your cover letter and resume to apply@lifeskillsfound.org. We are accepting applications until the position is filled.

Salary starting at \$50,000, depending on experience. Benefits include health and vision insurance, retirement plan with up to 3% match, medical and dependent care FSA, life and disability insurance, unlimited leave, and parental leave.

Primary Purpose of Position

The primary purpose of this position is to provide clinical and independent living services to all clients eligible for the Independent Living Program including but not limited to the following: service coordination, including linking clients to benefits for which they are eligible; symptom assessment and management; individual supportive counseling; services to support activities of daily living; social, interpersonal relationship, and leisure-time activity services; support services or direct assistance to ensure that individuals obtain the basic necessities of daily life; and education, support, and consultation to individuals' families and other major supports.

The Transition Specialist is a critical member of the Independent Living Program. Because of life experience, the Transition Specialist provides expertise that professional training cannot replicate. The Transition Specialist should be able to draw upon and utilize their own life experience in their work with clients and feel comfortable with the self-disclosure of some aspects of their experiences such as mental health issues, history of housing instability, out of home placement, substance abuse issues, and/or treatment and recovery while maintaining appropriate clinical boundaries. The Transition Specialist is a fully integrated staff member who provides highly individualized services in the community and promotes individual self-determination and decision-making. The Transition Specialist also provides essential expertise and consultation to staff to promote a culture in which each individual's point of view and preferences are recognized, understood, respected, and integrated into treatment, rehabilitation, and community self-help activities.

The person in this position will also work directly with clients and families/natural supports to assess their strengths and needs, assisting with planning, developing, implementing, and assessing treatment and ancillary services, working with youth to identify needed services and providing these services directly or by referral. Duties may also include: maintaining oversight of services provided within and outside the agency; acting as an advocate for the client and family/natural supports in the community; and developing/evaluating the person centered plan with the client and team to ensure that services are being delivered and are appropriate to the needs of the client and family/natural supports. This position is exempt. This position is intended to be an average of 75% direct client services and 25% administrative duties.

List of Responsibilities, Requirements, and Duties

- Develop/evaluate the service plan to ensure that services are being delivered and are appropriate to the needs of the client.



- Provide support, life skills training and counseling to clients in and outside of their homes by teaching and demonstrations.
- Recommend the types of resources needed and provided these services directly or by referral. Work with clients/families/natural supports to assess strengths/needs, assist with planning, developing, implementing and assessing Transition Plans, treatment and ancillary services. Act as an advocate on behalf of clients and for the population in the community.
- Actively work with clients to meet their goals in the LIFE Skills Domains (Housing, Employment, Education, Financial Literacy, Communication, Health/Wellness and Developing a Support Network) through activities and approaches that are creative, appropriate and individualized to each client.
- Ensure that housing remains safe, secure and well maintained by working with other LIFE Skills staff to address needs.
- Maintain required written documentation. This will include recording session note within 48 hours.
- Support administrative staff when needed for development (grant input, data acquisition/management, fundraising events, etc.).
- Be available to respond as needed to clients during some off-hours.
- Other tasks and special projects within expertise as necessary.
- Must be flexible in service delivery and availability.
- Must be free from all illicit substance use.
- Not expected to lift over 25 pounds

Minimum Education, Training, and Experience

At a minimum, completion of a bachelor's degree in a human services related field (social work, counseling, etc.) and 2 years of experience with the population being served (transition-age youth, young adults, youth in foster care, and unsheltered youth) is preferred.

An employee must receive training in the population served and client rights/confidentiality. Training in Motivational Interviewing and will be expected and can be provided if necessary. An employee will be instructed in the LIFE Skills Foundation service delivery model, and in agency policies and procedures. An employee must demonstrate core skills in delivering outreach services prior to service provision. The ideal candidate will have an understanding of how to navigate the housing system and the nuances of this population.

Required Skills

Applicants must:

- Demonstrate the ability to organize and plan a weekly schedule and manage time effectively.
- Be committed to a solution oriented, client-focused, community-based intervention approach to service.
- Demonstrate the ability to join with clients in a full partnership, building on strengths, community resources, and formal and informal supports.
- Possess thorough knowledge of policies, procedures, and standards of care for treatment/services.
- Have excellent oral and written communication skills, including presentation effectiveness.
- Communicate regularly with staff and engage in regular individual and group supervision. Be competent with office software applications.
- Be adept at initiating and following through on daily activities without direct supervision.
- Have a functional and reliable personal vehicle, valid driver's license and registration, and car insurance to provide community-based services.

LIFE Skills is an Equal Opportunity Employer and welcomes applications from all persons regardless of race, color, religion, gender, sexual orientation, national origin, mental or physical disability, age, political affiliation or any other non-merit factors, except where specific age, gender, or physical requirements are bona fide occupational qualifications for employment.