

# ACCENT ON INDEPENDENCE

## JOB DESCRIPTION

Title: Independent Living Skills Trainer (ILST)	Reports To: Director of Nursing, ILST Coordinator, HR Supervisor
Signature:	Date: April 5, 2010

### **GENERAL PURPOSE OF POSITION**

The Independent Living Skills Trainer (ILST) will assist clients who have sustained a brain or head injury to develop and maintain skills necessary to live as independently as possible in the community. The skills training activities are inclusive of tasks relating to physical care and hygiene, emotional well-being, financial management, home environment maintenance and community participation.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

**Duties:** (responsibilities include but are not limited to the following duties):

1. Provide assessment, training and supervision or assistance to individuals with brain/head injuries in the following areas: self care, medication supervision, task completion, communication skills building, development of interpersonal skills, socialization, sensory motor skills, mobility or community transportation training, reduction or elimination of maladaptive behaviors, problem solving skills, case management (including benefits and resource management), financial management and household management.
2. Documents all client-related activities in the plan of care.
3. Assists in developing, monitoring, reporting and recording progress towards treatment plan goals.
4. Co-facilitate group skills training as appropriate.
5. Assists clients with transportation skills as appropriate and in compliance with agency procedures.
6. May assist as ILST relief staff and emergency coverage.
7. Participates with supervision (group and/or individual) no less than monthly.
8. Attend training sessions and meetings as appropriate.
9. Other duties as assigned by ILST Coordinator.

## **RESPONSIBILITY FOR INTERPERSONAL CONTACTS**

The employee must be able to communicate clearly and to maintain effective relationships with other employees, clients, and client's family members. Should be able to convey a willingness to be of service and/or be open to resolving the situation at hand.

## **EDUCATION/WORK EXPERIENCE**

Providers shall be a health care professional with one year experience in providing functionally based assessment and skills training of individuals with disabilities or an individual with a Bachelors degree and two years of similar experience or an individual with an Associates degree in a social service or human relations area and three years experience as described above. Providers shall be at least 21 years of age and possess a valid driver's license and proof of auto insurance.

## **SKILLS**

Must possess professional skills.

Must possess analytical and problem solving skills.

Must possess ability to understand, interpret, and efficiently carry out complex oral and written instructions.

Must have the ability to communicate clearly and concisely, both orally and in writing.

Must be able to develop procedures for work activities and carry work through to completion using own initiative with minimal supervision.

Must have the ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding clients and other employees.

## **PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit for extended periods. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to focus. Must have own transportation to include valid driver's license, current auto insurance and reliable vehicle or a workable plan for alternate transportation.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.

All applicants must provide a resume to be submitted for acceptance by the ILST Coordinator.

A criminal background investigation is required of all applicants for consideration of employment.

