

SUNRISE CHILDREN'S SERVICES JOB POSTING

JOB TITLE: Independent Living Specialist **DIVISION:** Community Based Services

REPORTS TO: Foster Care Director **GRADE:** E (Exempt) EEO: 2

Effective Date: 07/01/2013

PRIMARY FUNCTION & PURPOSE: to coordinate and supervise the placement of clients in community based care to prepare for independence and/or permanency.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, but are not limited to the following:

- Complete pre-placement interviews, process placements, and complete required documentation around placement of clients in both independent living and foster care.
- Completes and properly documents the following within the independent living program:
 - bimonthly visitation with clients,
 - biweekly phone contact,
 - monthly home visits,
 - monthly community visits,
 - monthly home inspections, and
 - emergency contacts
- Assist youth to identify needs, set goals, and mobilize resources to help make a successful transition to independence.
- Provide educational/career planning to help youth choose an appropriate educational program.
- Develops and monitors the treatment of each client which will include meetings with the child's legal guardian(s), court appearances and transportation to appointments.
- Coordinate independent living skills training coursework
- Serve as a liaison between the independent living services and the Cabinet for Health and Family Services to develop proper supervision plans.
- Manage a caseload of foster care clients, meeting all visitation and documentation requirements, as directed by supervisors.
- Creates a safe, secure, and sanitary environment for clients per program/agency policies.
- Communicates/disseminates information to internal and external support systems.
- Exhibits professionalism at all times when representing Sunrise Children's Services.
- Completes all paperwork within the agency guidelines.
- Other duties as assigned

QUALIFICATIONS:

- **Interpersonal Skills:** High degree of skill in nonverbal, oral, and written communication; sophisticated ability to identify, define and explain complex business problems and the persuasion skills necessary to implement solutions to those problems.
- **Education:** Bachelor's Degree in social service field with a minimum of 2 years of child welfare experience
- **Experience:** 2 years related experience required.
- **Skills:** Knowledge of an extensive body of policies procedures and/or operations/programs requiring special knowledge developed from specialized training and extensive experience. Independent judgment is a critical element of jobs at this level. Must be proficient with computer applications that are windows based.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Participates in the emergency (seven days a week, 24 hours a day) on call rotation.
- **Supervision:** None

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms. This individual must also be able to drive long distances.

I have reviewed, understand and have received a copy of the job description.

Employee Name (please print)

Date Signed

Employee Signature