Life Skills Coordinator

Are you compassionate, respectful, and kind? Then you may be interested in joining the team at Tender Mercies. At Tender Mercies, we ensure a warm bed, safe home, and days filled with promise to homeless men and women with mental illness.

Brief Description:
- Provide intensive on-site and community-based support services to individuals admitted with severe mental disorder to help them identify and address barriers to independent living.
- Perform initial assessments to identify strengths, weaknesses, and barriers to residents developing skills for independent community functioning (i.e., psychosocial, social, vocational, and activities of daily living (self-care, work, homemaking, and leisure)).
- Develop individualized service plans based on assessment results and identify barriers to increased independence.
- Minimize negative effects of psychiatric symptoms, via self-management, which may interfere with an individual’s daily living, budget management, personal development, or school/work performance.
- Assist and support residents in crisis.
- Evaluate residents’ progress in relation to measurable goals described in service plans (Based on resident interview and collateral contact with Service Coordinator and/or Case Manager).

Minimum Qualifications
- Bachelor’s Degree in Human Service or Communications field or High School Diploma and at least 5 years directly related experience or comparable
- Knowledge / experience of the chronically mentally ill and disabled population.
- Knowledge of mental health symptoms, individual differences in ability, personality, interests, learning and motivation.
- Knowledge of principles and processes for providing group and individualized resident services. This includes resident needs assessment, service plan, follow-up with residents and documentation, meeting best practice standards for services, and evaluation of resident satisfaction.
- Proficient with Microsoft Outlook and Word
- Must be able to perform physical & mental activities such as, but not limited to, excellent oral expression and written comprehension, completing and maintaining timely and accurate records, review and evaluation of resident’s progress.
- Must be licensed driver with access to own vehicle. Must be eligible to be insured under Tender Mercies vehicle insurance policy and carry own vehicle coverage meeting minimum state requirements.

Benefits
- Pay commensurate with background and experience
- Medical/Dental/Vison
- Paid time off
- Paid Holidays

To apply please send cover letter and resume: via email to Winsome Wilson at wwilson@tendermerciesinc.org and Mary Grover at mgrover@tendermerciesinc.org

A review of resumes will begin immediately and continue until the position is filled.