

JOB POSTING

**The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position**

Life Skills Coordinator

**We are a faith-based organization, Empowering Children and Families to experience
the transforming love of Christ through (w)holistic care.**

SUMMARY

The primary role of the Life Skills Coordinator is to develop, coordinate, maintain, and oversee the Life Skills program in the Adult and Family Independent Living Program. The Life Skills Coordinator is responsible for recruitment, retention, education, and maintenance of service providers as well as the instrumental factor in acquiring, maintaining, and preserving relationships with local employers. The Life Skills Coordinator will use his or her knowledge to teach, inspire, and motivate residents on their path to independence.

As the schedule for the young adults varies and can be unpredictable, it is also necessary that the Life Skills Coordinator will work a varying work week, which may include nights and weekends. This position requires flexibility in duties and assignments.

EDUCATION

- Bachelors degree in the human service field
- Basic knowledge of first aid and CPR
- Five years experience working with at risk adolescents and young adults
- Prior Life Skills instruction and program development experience
- Knowledge of Independent Living Rules and Regulations

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ability to work effectively with co-workers
- Demonstrated ability to work effectively with youth and young adults
- High personal values and standards that serve as model for youth and young adults
- Demonstrated ability to work with the treatment team to make decisions on issues related to the young adults in the Independent Living program
- Sensitivity to the service population's cultural and socioeconomic characteristics

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver's License

PRIMARY DUTIES AND RESPONSIBILITIES

- The Life Skills Coordinator is responsible for developing, maintaining, and evaluating the life skills program
- The Life Skills Coordinator is responsible for community outreach, recruitment, and maintenance of valuable volunteers
- The Life Skills Coordinator is responsible for planning, facilitating, and executing individual and group life skills instruction
- The Life Skills Coordinator is responsible for documenting life skill notes
- The Life Skills Coordinator is responsible for administering the Ansell Casey and Emotional Intelligence assessments to the young adults

**If you are interested in the above position, please submit a resume via email to
jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources**

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- The Life Skills Coordinator is responsible for educating, mentoring, and monitoring young adults in Independent Living activities to include money management, food management, personal appearance and hygiene, health, housekeeping, transportation, education planning, job seeking skills, job maintenance, emergency and safety skills, and knowledge of community resources, interpersonal safety skills, parenting, legal issues, and housing
- The Life Skills Coordinator will advocate for the young adult and participate in preparing them to become Independent from the Florida United Methodist Children's Home
- The Life Skills Coordinator is responsible for assisting the residents in the maintenance of the program rules and regulations

SUPERVISORY RESPONSIBILITIES

The Life Skills Coordinator supervises the volunteers

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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