



JOB DESCRIPTION

Job Title:	Life Skills Manager
Location:	Denver
Department:	40 - Shelter
Reports to:	Shelter Supervisor
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

JOB SUMMARY

Under the supervision of a member of the leadership team, the **Life Skills Manager** will be responsible for providing direct supervision of youth at Urban Peak Denver shelter and/or housing programs. This includes assisting youth in increasing self-efficacy and reducing risky behavior, ensuring client safety, providing delivery of appropriate and effective program services and maintaining a safe and positive environment. Duties include supervision of youth in accordance with facility rules and regulations, crisis intervention, facilities maintenance, group facilitation, promotion of a therapeutic environment, accurate, timely and consistent data collection, and data entry. This position will ensure that interactions, interventions and environments at Urban Peak are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- A Bachelor's degree in social work or psychology with experience working in a shelter environment is highly desired; or two (2) years' of college in psychology, sociology or social work or a related field and some experience working with high-risk adolescent population; or high school diploma or equivalent and two (2) years' of experience working with high-risk, adolescent populations in a shelter, residential, or transitional housing environment; or an equivalent combination of education and experience
- Able to connect and work effectively with a diverse, resistant street youth population
- Exercise discretion and independent judgment, set clear and appropriate boundaries with youth
- Knowledge and understanding issues of the homeless adolescent population, mental health issues, and substance abuse among high-risk young adults
- Provide services that are trauma informed, appropriate, and effective
- Problem solving skills (multi-tasking, assessment, organization and prioritization)
- Team oriented and able to coordinate with various departments and staff
- Understanding of the provision of and commitment to trauma informed care
- Must be QMAP certified or eligible for QMAP certification
- Must be insurable as a driver on Urban Peak's auto liability policy in order to conduct business on behalf of the agency or transport youth using an Urban Peak vehicle and an approved personal vehicle.
- Must pass both federal and state background checks
- Must pass pre-employment TB screening
- Attendance and punctuality are basic job requirements in this job description

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties maybe assigned.

All Direct Care Counselor positions will be responsible for performing the general work duties listed:

Documentation:

- Accurately document admission record and record actual services received by clients or tenants
- Collect and maintain accurate data on an ongoing basis
- Document relevant and significant events that occur during the shift in the Communication Log
- Maintain clear and effective communication with other staff regarding clients or tenants
- Limited case management responsibilities will require maintenance of thorough and accurate files
- Work to ensure confidentiality

*In addition to being responsible for the general work duties listed above, the **Life Skills Manager in the Shelter program** may also:*

Youth Supervision:

- Provide milieu supervision and work to ensure the safety of the youth and their environment
- Assure that youth maintain cleanliness of the shelter environment
- Provide direction and support to youth on the completion of daily chores and other milieu activities
- Maintain a welcoming presence; and support youth who come into the shelter

Assessments:

- Collect and record necessary intake information to reflect the needs of clients
- Assess appropriateness of client admission to shelter and forward data to intake supervisor for additional follow-up

Case Management:

- Facilitate group activities and discussions
- A limited caseload may be assigned to this position as the primary case manager (provided that the Counselor has the appropriate credentials)
- Additional case management meetings may be required

Crisis Intervention:

- Crisis intervention with current clients
- Crisis intervention phone counseling, as needed

PROFESSIONAL PERFORMANCE

- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies

- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity; while promoting the philosophy of trauma informed care in interactions with youth, staff and individuals both internally and externally
- Support positive youth development and youth involvement in decision-making processes

PHYSICAL REQUIREMENTS

- Employee frequently is required to sit. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and occasionally stoop, kneel, or crouch
- Requires manual and finger dexterity and eye-hand coordination
- Able to speak and write the English language in an understandable manner
- Requires the ability to use department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position requires frequent use of computer and phone
- Able to hear well enough to communicate with employees and others
- Ability to meet youth off-site at youth housing
- Able to be on feet and mobile up to 10 hours per day
- Able to lift up to 50 lbs

WORK ENVIRONMENT

Employees in this position are subject to long hours on their feet in an outdoor street environment that may frequently include physical conditions such as inclement weather or temperature extremes and interpersonal contact from non-employees that include sexual innuendo and raw, abusive or threatening language. Employees must be comfortable providing safer sex supplies and bleach kits to youth. Employees will outreach to homeless youth in public places, under bridges, in abandoned buildings, and other outdoor areas in an attempt to engage them in a non-threatening way.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. Urban Peak may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date