

**Yamhill Community Action Partnership (YCAP)  
Job Description**

**POSITION TITLE:** SafeShelter Life Skills Coach  
**RESPONSIBLE TO:** SafeShelter Coordinator

**RESPONSIBLE FOR:** The SafeShelter Life Skills Coach is a full-time, non-exempt position which provides advocacy, case management, and a comprehensive life skills and job readiness program for runaway and homeless youth ages 16-21 participating in the Transitional Living Program (TLP). This position requires extensive knowledge of youth issues, outreach, and life skills as well as the ability to provide needed services to ensure client self-sufficiency. The SafeShelter Life Skills Coach will collaborate with other services providers to enhance the program.

**DUTIES:**

1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Recruit youth for the Transitional Living Program, conducting comprehensive intakes, assessments and placements to ensure successful outcomes.
3. Provide case management including development of goals and objectives in conjunction with youth. Refer youth to appropriate community resources.
4. Develop, coordinate and ensure participation in life skills classes such as budgeting, household activities, job readiness, anger management, social skills, and study habits.
5. Maintain all needed documentation and records. Provide reports as needed.
6. Serve as “after-hours” on-call staff as needed to ensure participant monitoring and timely crisis response.
7. Expand agency network and resource development opportunities through community contacts, training, promoting agency programs and involvement in cooperative activities with other agencies, groups, or organizations.
8. Other duties as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES**

B.S. Sociology, Education or Counseling preferred  
Knowledge of At-Risk youth issues, supervision and programing  
Knowledge of computers and software programs  
Skill in verbal and written communications, problem solving, and team work  
Ability to work independently on multiple projects in a timely fashion  
Ability to work with diverse people, organizations and situations  
Ability to work a flexible schedule  
Ability to drive agency vehicles and pass background, drug screen & insurance requirements