



Position Description

[Virtual Life Coaching](#) – Life Consultant

Status: Non-Exempt

Reports to: VLC Team Leader

Supervises: None

Position Summary: In partnership with [service-users](#), families, and others invested in the individual, develop and encourage all aspects of each person's plan to [reach their goals and live an independent and fulfilling life](#). Conduct [virtual](#) & In person meetings and check-ins with [service-users](#) while maintaining proper documentation to [assist in](#) their growth and development.

Position Responsibilities:

- **Direct service/case management duties:**
 - Writes, develops, schedules, and facilitates progress, emergency, and other person-centered meetings timely and professionally for all Individuals [on caseload](#).
 - Conduct formalized assessment of needs
 - Develop, implement, and oversee individualized plan based on assessments of needs, strengths and goals within each "basic" needs area.
 - Work with [service-users](#), track individual goal performance, and develop strategies to meet goals as needed. Adjust goals as needed to ensure individual's ability to successfully achieve goals.
 - Ensure [service-users](#) are receiving all services identified in plan within the timelines established through regular monitoring and documentation of progress and any necessary adjustments.
- **Advocacy duties:**
 - Assure each [service-user](#) is treated with dignity, respect and human rights; given the opportunity to exercise their individuality and has access to explore opportunities of interest.
 - Link [service-users](#) with community agencies/services as recommended in the plan.
 - Maintain information on community resources including, but not limited to food banks, transportation assistance, rental subsidies, medical bill/prescription assistance, entitlements, in home support services, recreational/social opportunities and more.
 - [Conduct](#) virtual and in-person [1-1 meetings with individuals on a consistent basis](#).
 - Encourage [service-users](#) to engage in [other VLC group events such as virtual hangouts or in-person workshops and social events. These may require infrequent travel on behalf of the Life Consultant.](#)
- **Training and continued learning:**
 - Remain current with trends in the field of intellectual/developmental disabilities (specifically in the Mild and Moderate level) through participation in professional development activities. Maintain all agency-required training.
 - Consult with and educate individual's support team as needed to develop a better understanding of [service-users'](#) goals, interventions, and general plan.
- **Communication:**
 - Maintain a consistent and professional line of communication as the main liaison between guardians and/or family, Aspire's staff, and community members for each [service-user](#). Support systems are updated weekly after one-on-one meetings.
 - Maintain the integrity and compliance of the [service-user's](#) electronic file. Ensure each [service-user's](#) file is up to date and organized at all times.
 - Attend and actively participate in supervision with Team Leader, keeping them informed of needed information.
 - [Engage cross-collaboratively with other Aspire programs to ensure that individual is fully supported.](#)
 - Complete all required reports, forms, notes, goal tracking, and other documentation accurately and timely ([meeting notes, quarterly reports](#), etc.)



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- **Administration:**
 - o Make recommendations and assist with changes in the development and delivery of new and/or existing policies, procedures, services, etc., to optimize quality assurance, reduce department deficits, and maintain the integrity of the department and Aspire
 - o Assist in recruitment, [outreach](#), and program expansion as needed
 - o Maintain certification in CPR, First Aid, Abuse/Neglect, and Aggression Management. Training provided by Aspire.
 - o Assist with program extra-curricular activities such as social clubs, workshops, and volunteer opportunities

- Complete other duties as assigned by supervisor.

Qualifications:

Required:

- Bachelor's or Associate's degree in related field plus one year experience working directly with people with intellectual/developmental disabilities.
- One year experience working with people in residential setting and/or mental health; intellectual/developmental disabilities
- Valid Driver's License with good driving record.

Preferred:

- QIDP certified or eligible
- Minimum 21 years of age.
- Ability to effectively present information and respond to questions from families, employees, and the general public.
- Experience with teaching or coaching
- Ability to maintain confidential information.
- Ability to deal tactfully and courteously with [service-users](#), employees at all levels, families, and the general public.
- Ability to work flexible hours and days (including occasional evening hours)
- Experience with program and curriculum development and implementation.
- Effective oral and written communication skills; ability to write reports and routine business correspondence.
- Ability to effectively present information and respond to questions from families, employees, and the general public.
- [Working knowledge of virtual meeting software \(Zoom, Microsoft Teams, etc\) as well as the Microsoft and Google Suite \(Word, Excel, Docs, Sheets, etc\)](#)
- Some knowledge of the methods and practices of sound records management; ability to prepare and maintain records.
- Ability to read, analyze, and interpret general business periodicals, professional documents, technical procedures, and regulations.
- Ability to quickly build rapport with Service Users and families
- Ability to work independently and as part of a team.

Physiological Factors:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel; bend or stoop; reach with hands and arms; talk, hear, and observe.
- The work may require heavy physical exertion and may include lifting up to 75 pounds.
- Duties are performed primarily in the program area, agency office, and the community. Work areas are restricted to non-smoking.
- Occasional travel (potentially greater than (1) hour)



DEPARTMENT: [DIGITAL EXPERIENCE/LIVING](#)

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Psychological Factors:

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain pleasant working relationships with all service users and support teams.
- Ability to interact positively with individuals who are verbally/physically aggressive.
- Ability to perform multiple tasks simultaneously and prioritize work.

Reasonable accommodations will be considered to otherwise qualified employees to perform the essential functions of the job.

Acknowledgement:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print)

Employee Signature

Date