



50 Farnum Street | Wellsville, NY 14895
t: (585) 593-5700 | f: (585) 593-5957
NYS relay number: TDD 800-662-1220
www.AlleganyArc.org

Michael Damiano
Chief Executive Officer

- JOB POSTING -

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Life Coach

Allegany Arc's Residential Department has immediate openings for Life Coaches.

Hours: Full-time – 36 hours (hours will be discussed during interview)

Job Summary: The Life Coach will work with people receiving supports in the residential and day program to ensure they achieve their desired outcomes and life dreams. The Life Coach reports to the Life Coach V.

Expectations:

1. People are supported to reach their personal goals.
2. People are supported to be as independent as possible, be safe and have their needs met.
3. People participate in their person-centered planning process.
4. People will explore the supports and goal areas promoting the achievement of their valued outcomes.
5. People are supported to advocate for themselves to the greatest extent possible.
6. People are recognized as valued and contributing members of the community.
7. People are supported with a positive and proactive approach.
8. People are supported in self-directed services if they so choose.
9. People will be supported to develop caring, empathetic relationships with others.
10. People will be supported to inactivates of daily living skills such as personal hygiene, shopping, food preparations and care of personal living quarters.
11. Capacities and talents of people will be identified.
12. Data collection and other documentation will be completed accurately and timely per policy and regulations.
13. Promote the highest quality of support by implementing the Code of Ethics and Core Competencies.
14. Maintain a focus towards individual goal achievement as indicated in their life plan.
15. Information is kept confidential

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Allegany Arc is an equal opportunity provider and employer.



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Duties:

1. Assist and teach the development of goals for people based on the person-centered planning by maintaining a positive and engaging learning environment.
2. Develop, research and teach successful learning based on valued outcomes.
3. Ensure the health and safety of all individuals by making appropriate notifications.
4. Work collaboratively with others to ensure the individual's health and well-being.
5. Ensure the site is safe environment and immediately address areas of concern
6. Ensure furniture, appliances and equipment are clean, neat and well maintained, both inside and out.
7. Use appropriate interventions such as non-verbal, verbal and proper physical techniques. Ensure the interventions are documented appropriately to assure a positive and proactive approach.
8. Support people to develop confidence and independence to the greatest extent possible by encouraging a positive and engaging environment.
9. Attend staff meeting and give update based on Resident Advocate duties.
10. Document, monitor and analyze progress in goal areas, recommend actions to promote progress and development.
11. Prepare and complete daily and monthly documentation.
12. Understands and follows the National Alliance of Direct Support Professionals (NADSP) code of ethics and DSP Core Competencies.
13. Maintain professional and effective teamwork with all staff, families, college personnel & community.
14. Perform all other duties and responsibilities as deemed necessary to include cooperation in agency investigations.
15. Follow all OPWDD, DOL regulations, agency policies and maintain all required agency trainings.
16. Will be flexible with work locations and hours based on the needs of the residential department.
17. Participate in one-on-one supervision with Life Coach V and Life Coach X.
18. Complete POMS interviews as identified in Resident Advocate duties.
19. Ensure medications are passed without error.
20. Provide appropriate and prudent action in emergency situations such as utilizing the chain of command.
21. Follow Minimum P&P policy as needed.

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Qualifications:

1. High school diploma or General Education Development (GED) and one year experience working with people with developmental disabilities preferred.
2. Alignment with Allegany Arc's mission, vision and code of ethics.
3. Demonstrate respectfulness, professionalism, effective teamwork, and empathy such as active listening.
4. Must be competent in verbal and written communication and receptive to feedback.
5. Ability to work in a fast paced, high energy and flexible environment.
6. Ability to walk, climb stairs, kneel, stoop, and may require employee to lift and/or move items weighing up to 40 lbs. The job may require extended periods of standing.
7. SCIP and Ukeru trained to include non-verbal, verbal and physical techniques.
8. Valid driver's license and occasional use of personal vehicle may be necessary.
9. Will be required to enroll in LENS (Licensed Event Notification System).

Note: The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and qualifications required to do the job. Management may, at its discretion, modify this job description to reflect changes to the job, including the duties of the job and the skills and qualifications required.

LETTER OF INTEREST TO: Heather Pease
Allegany Arc
50 Farnum Street, Wellsville, NY 14895
*(*please include phone number and best time to call)*

DEADLINE: Accepting applications until position is filled.

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