

## Job Description

**Position:** Life Skills Coach  
**Program:** Work Plus Program/ ECE & Family Services  
**Reports to:** Program Director  
**Locations:** 1835 Sterling Place, Brooklyn, NY  
**Hours:** Full Time

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. Serving more than 20,000 individuals annually, BCS is committed to a broad and diverse range of services including prevention of foster care placement; crisis intervention; early childhood and after school education; and vocational training, job placement, and clinical services to adults with physical and developmental disabilities, and histories of mental illness.

The Works Plus Program focuses on 17-30-year-olds who have active involvement within the Justice System. Work Plus provides an array of services designed to help participants reach a higher level of work readiness/employability and reduce the likelihood of participation in violent activity. Works Plus also offers career awareness services, connection to educational opportunities, assistance with job search competencies, and case management; however, Works Plus puts a greater emphasis on soft skill and basic life skills development as a means towards work readiness.

Life Skills Coach's work one-on-one with individuals. Life Skills Coaches support the implementation and teaching of skills, as identified by the client and their team. Each client is unique, but a typical day might include activities such as working with the client on their budgeting skills, computer skills, proper attire for an interviewing, and attending appointments with the client, etc.

### Responsibilities:

- Manage a caseload of approximately 17 clients
- Implement training and teaching skills as identified by the individual and their team in community-based settings, job or volunteer sites, college campuses, and/or the individual's home. These skills include, but are not limited to: budgeting, executive functioning, cooking, supporting people at their volunteer or work sites, nutrition and health, community and internet safety, developing and maintaining healthy relationships, communication skills, self-advocacy, decision-making, and problem-solving.
- Maintain all necessary individual records, documentation, and evaluations for each client
- Participate in all staff meetings and in-service training.
- Provide input for program planning and implementation, based in part on experiences with clients
- Communicate as required with the Director concerning clients, their services and training and overall well-being.
- Conduct client 6 months follow up after program completion
- Participate in program and agency-wide groups, training and meetings as required
- Assist with the development of funding proposals as needed
- Other tasks as may be required.



**Qualifications Required:**

- Associate Degree or equivalent and at least two years of related experience.
- In-depth knowledge of the needs of our clients who are affected by community violence.
- Strong interpersonal skills and the ability to effectively and genuinely engage, teach, and train clients.
- Strong oral and written communication skills.
- IT and Computer competency
- BILINGUAL IN SPANISH is preferred

**How to apply:**

[Click here to apply to the Life Skills Coach](#)