

Job Posting

Skills Coach

The Sinneave Family Foundation (Sinneave) – Background

The Sinneave Family Foundation is a Calgary based charitable operating foundation dedicated to improving the transition to adulthood for individuals with autism. At Sinneave we work with individuals, families, communities and across systems to improve outcomes in education, employment and independent living. Sinneave is looking for a Skills Coach to provide goal directed coaching and supports to clients.

This is a full time position and pay is commensurate with job requirements within a scale. Qualifications will be taken into consideration.

Qualifications:

Education & Experience:

- Degree in Community Rehabilitation, Disability Studies, Education, Psychology, Social Work or a related social science (a diploma or certificate plus several years of related relevant experience may be considered as equivalent).
- Minimum 2 years of experience working with individuals with autism and/or developmental disabilities is preferred.
- Experience working with adolescents and adults is preferred.
- Experience in life coaching and/or peer mentorship roles is considered an asset.
- Strong critical thinking skills.

Additional Requirements:

- Current CPR and First Aid Certification
- Clear criminal record check
- Available to work some evenings and weekends
- Ability to work with clients in community based settings
- Experience with data entry and analysis
- Valid driver's license – must provide a drivers abstract

Summary of Key Accountabilities:

- Assist with preparation and planning of the client's action plan.
- Conduct individual and small group coaching sessions which will include:
 - Creating session plans.
 - Helping individuals define personal goals and develop progress plans.
 - Teaching and modelling interpersonal, problem-solving skills and communication skills.
 - Defining standards of acceptable behavior and coaching clients to modify behavior as needed.
 - Implementing and modifying session plans as required to respond to clients' needs.
 - Helping individuals identify and implement constructive solutions to problems.

- Evaluating client performance towards goals and helping clients evaluate their own performance.
- Providing appropriate recommendations and facilitating appropriate referrals to community resources.
- Support the assessment and identification of targeted skills that will ultimately assist clients in their quest to achieve goals related to post-secondary education, employment, and independent living.
- Collect data, complete evaluation tools, generate reports, and keep client data up-to-date in collaboration with the Transition Specialist.
- Support interactions with community partners or relevant staff to manage programs and build community capacity (e.g., provide workshops, specific resources, etc.).
- Participate in case management sessions with supervisor and Transition Specialists.
- Establishing customized strategies to support client success.
- Monitor and track clients' progress.

Skills:

- Able to motivate individuals and facilitate adjustment to change while encouraging independence and self-confidence.
- Excellent time management skills.
- Able to understand the principles of motivational interviewing.
- Able to implement client specific interventions in naturalized settings and environments such as the client's home and community facilities.
- Able to adapt coaching session goals and to implement strategies that support client goal achievement.
- Able to assess progress and incorporate feedback reported both from clients and families and make adjustments as required.
- Able to independently conduct community based training with individuals and small groups.
- Able to effectively use case management strategies to coordinate multiple clients.
- Able to demonstrate understanding of principles of adult learning and job coaching related to vocational and life skills development.
- Able to collect data for the purposes of individual and program evaluation.
- Able to work independently as well as collaboratively within a multi-disciplinary team.
- Willingness to learn and use organization-specific technology based applications.

Professional Practice:

- Participates in regular team meetings.
- Identifies and participates in professional development and training.
- Ensures good standing with Professional/Regulatory bodies, as applicable.
- Supports and engages in inter-professional practice and collaboration.
- Demonstrates professional maturity, critical thinking and proactive problem solving.
- Brings any potential conflicts of interest, questions of scope of practice or potential risks, to the Director of Professional Practice and Evaluation.
- Complete other tasks, as assigned.

Sinneave is an inclusive employer that is open and flexible in its thinking and approach to recruiting. We encourage all qualified candidates to advise us of their particular needs or preferences as it relates to the interview and assessment process for this role.

Please send applications electronically to:

Norm Lepitre, Director of Administration and HR
Norm.lepitre@sinneavefoundation.org

Or by mail or fax to:
The Sinneave Family Foundation
Suite 300, Child Development Centre
3820 - 24 Ave NW
Calgary, AB T3B 2X9
Fax (403) 284-9298
sinneavefoundation.org

Application Deadline: When the position has been successfully filled.