



Job Description for MRC Industries

Effective Date: October 1, 2023

Job Title: Youth and Adult Independent Living Supports Coach

Department: Community Living Supports

Job Classification: Non-exempt

Reports To: Community Living Supports Supervisor

Pay Range:

Minimum: \$15.00

Midpoint: \$18.75

Maximum: \$22.50

(plus shift differential for evening/weekend shifts)

Why work here:

At MRC Industries, we offer a dynamic work environment that fosters innovation, values diversity, and promotes professional growth. We are dedicated to empowering individuals with disabilities through meaningful employment and community engagement. Join a team committed to fostering inclusivity and making a positive impact on people's lives.

Job Summary:

Provides youth (ages 5-18) and adults with community living support services through instruction and assistance in meeting service plan goals as defined by their individual plans of service. Assists with meal prepping, healthy eating, medication management, shopping, safety skills, ADL's, and community engagement while ensuring a safe and clean environment.

Participates in the evaluation and development of goals, activities, and programs through staff and service team meetings, and ensures that individuals are treated with dignity and respect and given choices whenever possible. Completes documentation as required and ensures a safe and healthy environment for individuals served.

Essential Duties and Responsibilities:

- Instruct and assist with client service plan goals, objectives and community living supports programs as defined by written plans and program procedures. Follow specific individuals served objectives, behavior plans, and/or interventions.
- Participate in the evaluation and development of client goals, activities and programs through attendance at staff and service team meetings.
- Provide training on independent living skills.

- Document daily activities in the manner prescribed by the service team, supervisor and/or agency procedures. Complete progress notes, incident reports and other established paperwork within established time frames.
- Supervise medication administration and monitoring of health treatment applications, medicine side effects and health problems.
- Transport and supervise clients as needed with community appointments and activities, adhering to all traffic laws and rules of the road.
- Run scheduled groups and/or provide meaningful one-to-one interaction with clients to encourage maximum progress toward independence and community inclusion.
- Disburse client personal funds, including prompt and accurate recording of all transactions.
- Intervene with individuals displaying inappropriate behaviors and when required, use approved intervention techniques.
- Assume responsibility for the health and safety of individuals served. This includes but is not limited to ensuring a clean and safe environment, screening home visitors, conducting scheduled drills, supervising activities, knowing general whereabouts of individuals served and following safety guidelines in specified areas.
- Shop for food as assigned, working with clients as appropriate.
- Communicate effectively and respectfully with clients and staff in the provision of services.
- Ensure client confidentiality and ensure appropriate releases of information are in the case record prior to providing any identifying information.
- Ensure rules are followed and that violations are appropriately documented and reported as necessary.
- Coordinate emergency response with on-call, case management and/or other emergency providers.
- Immediately inform supervisor (or on-call) of any situation as appropriate.
- Ensure the rights of individuals served are protected in accordance with Michigan Mental Health code and agency policy.
- Actively support and be knowledgeable about 1) culturally competent, recovery-based practices, 2) person-centered planning as a shared decision-making process with the individual who defines his or her own life goals and is assisted in developing a unique path toward those goals and 3) a trauma informed culture to aid consumers in their recovery process.
- Complete and maintain all required trainings and certificates according to training schedule guidelines.
- Completes other miscellaneous duties as assigned.

Required Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Problem solving skills and judgment sufficient to recognize and initiate appropriate response to emergency and non-emergency situations independently.

- Reading, writing, and verbal skills sufficient to write on client goals and objectives.
- Human relation skills sufficient to interact effectively with a wide range of people.
- Ability to work unsupervised.
- Criminal records, driving and recipient rights screening required.
- Valid Michigan driver's license, good driving record and the availability of licensed, insured vehicle for use on the job required.

Education and Experience:

- High School Diploma or equivalent.
- Education and/or experience working with individuals with disabilities and/or mental illness preferred.
- Experiences with behavioral health is desired.

Physical Requirements:

- Ability to squat, reach, lift, push, pull, bend, stoop and kneel.
- Physical ability to provide assistance to clients with lifting and transferring, personal care and physical intervention when necessary.
- Exerting 25 pounds of force occasionally and up to 15 pounds frequently.
- May occasionally require lifting up to 35 pounds.

Work Conditions:

- Regular travel throughout the local community.
- Working hours primarily after school hours
- Work may involve being outside in all weather conditions and in a wide variety of residential and community settings.
- May be exposed to bloodborne pathogens, infectious diseases, and parasites.

Please apply at MRCindustries.org

Go to careers and apply there.