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**Job Title: Life Skills Specialist**

**Reports To: Program Lead (OYS)**

**FLSA Status: Non-Exempt**

**NAICS Worker’s Comp:8833**

**SUMMARY**

As a Life Skills Specialist, you will have the opportunity to provide counseling and coaching to adolescents and young adults that supports their life skill development. This position is hands on and works closely with the Normandy School Collaborative to develop and implement individual and group life skills programming to promote healthy, productive behaviors to empower youth to live independently. The Life Skills Specialist will identify, coordinate, and cultivate partnerships with other community service providers to further enrich and expand available resources and opportunities that support a comprehensive approach toward targeted outcomes. Candidate(s) selected for this role serve the Older Youth Services clients within the Chafee and Street Outreach programs, Drop-In Center for ages 11-24.

This position demonstrates commitment to the mission, vision and values of the agency by engaging in respectful, cooperative relationships with customers (i.e., clients, employees and external stakeholders); being accountable for providing services and ensuring safety to customers while empowering customers in achieving the agency’s mission.

**Primary Responsibilities:**

* Serve as lead contact with the Normandy Schools Collaborative (NSC), arranging programming and presentations to students, parents and faculty
* Serving as the main point of contact with NSC to expedite referrals and services from school personnel and the Family Engagement Liaison Specialists
* Plan and conduct community outreach to help improve and expand education regarding youth homelessness and services available at Epworth and the Drop-in Center
* Maintain knowledge of programs/learning opportunities and new resources that could be of benefit to clients
* Schedule and coordinate OYS informational tables at community events, including Back to School Fairs
* Participation in community meetings and workgroups to further support OYS staff and youth
* Create new programming, including both educational and recreational activities for youth accessing services in the Drop-in Center
* Develop and facilitate life skills curriculum individually and in a group setting
* Recruit additional agencies to provide services and programming to youth in the Drop-in Center
* Create and facilitate youth support groups as needed
* Assist with leadership opportunities and developing community service events for youth
* Actively participate as part of a team in team meetings, group communications, and special projects etc.
* Perform other duties as assigned.

**Qualifications:**

* Bachelor’s Degree in Social Work, Education, Counseling or related Health and Human Services.
* Experience with older youth and young adult population.
* Valid Driver’s License, dependable personal transportation, and valid insurance
* At least 21 years of age

**Job Knowledge, Skills and Abilities:**

* Strong engagement skills with older youth and young adult populations.
* Highly organized
* Strong communication both verbal and written.
* High level of personal accountability.
* Knowledge of issues impacting youth in foster care or experiencing homelessness.
* Computer Skills:  Proficient in Microsoft Office, ability to learn agency client management database, and utilize virtual meeting programs such as Teams, Zoom etc.
* The physical requirements of this job include sitting, standing, walking, and climbing. stairs on a regular basis, lifting up to 25lbs, pulling and/or pushing on occasion.

**Equal Employment Opportunity**

Epworth is an EEO/AA employer. Consistent with this policy, Epworth embraces diversity and welcomes colleagues and applicants of all backgrounds. Our goal is to empower every day and build a community that is inclusive, drawing upon the strengths of the diversity of our colleagues to exceed the expectations of our clients.

**About Epworth**

Founded in 1864, Epworth is a multiservice agency that seeks to empower youth who have experienced trauma to realize their unique potential by meeting essential needs, cultivating resiliency, and building community. Thousands of youth and families turn to Epworth each year for a full range of services including: therapeutic foster care and case management; residential and intensive treatment; individual/family therapy and comprehensive psychological testing; emergency shelter and longer-term housing services; life skills and vocational training; as well as crisis care and outreach through the Drop-In Center, food pantry, and 24-hour crisis help-line. Epworth is headquartered at 110 N. Elm Ave. in Webster Groves, Missouri and has locations in Normandy and South St. Louis City.

**Our Mission**  
Empowering youth to realize their unique potential by meeting essential needs, cultivating resiliency, and building community.

**Our Vision**  
A world in which every youth experiences life in all its fullness.

**Our Values**

***Respect:*** We recognize the inherent worth and promote the well-being of every client and colleague.

***Excellence:*** We offer evidence-based, high-quality programming and provide exceptional care and service.

***Community:*** We cultivate a sense of belonging and solidarity among colleagues and advocate for racial equality and social justice throughout our communities.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily, as well as possess the skills and meet the demands outlined in this job description.  Upon an individual’s request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities or related to the skills and demands outlined herein.  Epworth will determine if a reasonable accommodation can be made.

Colleague acknowledges and understands that Epworth reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities.  Nothing in this job description is intended to alter or alters the at-will nature of colleague’s employment at Epworth.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date\_\_\_\_\_\_\_\_\_\_\_

Employee (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Hiring Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This colleague has been assessed and proven to have the knowledge, skills, abilities, and other competencies to perform the duties of this position.