



TRI-VALLEY HAVEN

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Administration

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LIFE SKILLS INSTRUCTOR

(Homeless Shelter)

Non-Exempt ~ Full-time

Hiring Range: \$22.14 - \$25.60 per hour

General Responsibilities: Under the direction of the Director of Homeless and Family Support Services, the Life Skills Instructor plans and provides life skills training to support and instruct homeless shelter clients in personal development, healthy relationships, job search, health and nutrition and parenting skills with the goal of income stabilization/increase and achieving sustainable housing.

General Requirements: Bachelor's degree and one-year related experience. Strong computer skills and teaching abilities; ability to manage time and tasks effectively; conflict management skills, and the need for flexibility with schedule. Completion of Agency Training within 6 months of employment (if not before).

AREAS OF RESPONSIBILITY

- **DIRECT SERVICE** - Provide direct services in a sensitive, non-judgmental, informative, and effective manner, including:
 - A. Develop and implement curriculum of various life skills topics for weekly classes, utilizing various presentation mediums.
 - B. Develop and implement curriculum of various parenting topics for weekly sessions, utilizing various presentation mediums.
 - C. Provide advocacy, information and referral, and crisis intervention for clients as needed.
 - D. Enforce program rules and respond to client crisis situations as needed.
 - E. Screen and interview potential residents and processes intakes. Make referrals as needed. Work within the Coordinated Entry System protocols to intake clients into shelter.
 - F. Maintain inventory of all shelter supplies and submit check requests when necessary.

II. OTHER RESPONSIBILITIES

- A. Responsible for keeping Director of Homeless and Family Support Services current on client and program status.
- B. Under the terms of the Homeless Services contract(s), works with TVH shelter staff and community building staff to coordinate services for these clients and their children.
- C. Compile accurate statistics or other agency documents in a timely manner. Statistics must be turned in by the 5th of the month.
- D. Keep accurate documentation on each Homeless client according to contract(s).
- E. Responsible to comply with all laws, including elder abuse reporting, CPS reporting, 5150 laws and suicide assessment.
- F. Record all client interactions in daily log regularly to keep information up-to-date.
- G. Supervision and scheduling of Child Care Volunteers at Sojourner House.
- H. Assist with taking crisis line calls and providing sexual assault advocacy as directed by supervisor.
- I. Work backup and holiday shifts as assigned

“Creating homes safe from abuse.”

- J. Maintain the highest standards of confidentiality and client / staff safety.
- K. Enforce the House Rules, up to and including giving written warnings and exiting clients from program if necessary.
- L. Recognize and defuse client crisis situations. Reinforce boundaries in their interactions with staff and other clients.
- M. Maintain and update client files, including OsSoft system

III. GENERAL TASKS - Performs general tasks and represents Tri-Valley Haven in a professional manner as needed.

- A. Attends staff meetings and Board/Staff meetings as needed.
- B. Participates in community fundraising and special events as required.
- C. Must have a valid California Driver's License and an insured automobile that employee will use as necessary for agency-related business including emergency transportation of clients.
- D. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

IV. OTHER TASKS AS ASSIGNED BY THE DIRECTOR OF HOMELESS AND FAMILY SUPPORT SERVICES AND/OR EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

V. ADA ESSENTIAL TASKS

- A. Working alone
- B. Working in high stress situations
- C. Working in emergency situations
- D. Working off-shift/rotating schedule
- E. Good reading vision
- F. Sitting
- G. Good communication skills
- H. Specific knowledge or education
- I. Learning ability
- J. Operation of motor vehicle
- K. Good distance vision
- L. Ability to speak clearly
- M. Ability to discriminate speech
- N. Reasoning and thinking skills
- O. Ability to problem solve

*I have read the above and understand that this is the job description for the position of
LIFE SKILLS INSTRUCTOR.*

Signature

Date