



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Life Coaching Case Manager - Job Description

Job Description for: Life Coaching Case Manager	Start Date: February 1, 2018
Reports to: ACE Manager	Section: Life Enrichment, ACE
Classification: Hourly Non-exempt	Term: Full time, year-round

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, employment, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork Valley of Colorado and provide programming for individuals with autism of all ages from Aspen to Rifle.

Job Summary: The Life Coaching Case Manager (LCCM) will provide life coaching services to clients and manage cases. Specific responsibilities include providing behavioral health services to higher functioning adult clients such as job coaching, coordinating group dinner meetings, leading recreational activity outings, independent living support and general case management. The LCCM will collaborate with Ascendigo's Vocational Manager, Clinical Manager and ACE Manager to create and implement Behavior Plans, employment contracts or other guiding documents included in the client's Individualized Plan.

Essential Job Functions:

Behavioral Health Services: Provides an average of ___ hours direct support hours to clients each week to provide companionship, behavior therapy, skill building, community and social engagement, transportation and travel, and data collection and progress monitoring. The number of hours may fluctuate in a given week.

- Follows plans written by BCBA, clinical team and approved consultants and implements behavior and Individualized Plans.
- Collect data on all of client's goal areas and data points throughout the entire work day.

Independent Living Support: Ensure the provision of material, physical, medical, social, and emotional needs of the clients; that is, addressing the "whole person" and promoting wellness, safety, and comfort in the home and the community, according to the clients' Individual Plan (IP) and other guiding documents.

- Assists in creating a positive, structured, and safe home life.
- Facilitates an ongoing professional relationship with each client and their families.
- Maintain nutritional program and ensure that clients' diets are customized in such a way that there is balance between preferred and healthy item.

Case Management: Serves as Case Manager for all Life Coaching clients, unless another case manager is assigned. Case management responsibilities include ultimate care and responsibility of the client on behalf of Ascendigo, including communication with family, staff, consultants and other stakeholders; coordination and possible development of behavior plans, IPs and other guiding documents; compliance with regulations and/or third-party funding requirements; oversight and coordination of all other aspects of the client's care and support.

- Schedules and leads quarterly client team meetings with staff, family, and other stakeholders.
- Serves as the primary point of contact with the Community Centered Board (CCB) as required by third-party funding sources.

- Build relationship and rapport with client. Be a role model for your clients.
- Case manager serves as the lead for IP development along with the House Supervisor/Host as applicable and Clinical Manager, takes lead on creation and implementation of client goals and objectives as they pertain to the LCE Program.
- With each client's whole-life team (ACE, consultants, family, friends, community members), assist clients in building the skills needed to be successful, responsible, and independent, with a focus on home life and community, recreation and leisure.

Vocational Support:

- Helps create a productive, and positive work environment for clients.
- Provides onsite instruction and offsite training for all work-related skills needed for independent employment.
- Facilitates an ongoing professional relationship with each client, their families, and their employers.

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients at and outside of work, appropriate interactions with supervisors & managers, attends trainings, meetings and collects data. Is up-to-date on all program changes and modifications, implements new programs. May be asked to help with other Ascendigo programs as needed. Could serve as House Host if desired. *(See Housing Opportunity description below.)*

Physical Requirements/Equipment Used: Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, good physical fitness to accompany residents on exercise and recreational activities. Must be able to operate household maintenance tools such as lawn mowers, leaf blowers, etc.

Qualifications: The LCCM should have managerial or supervisory experience or be willing to learn these skills, as well as experience in working with older individuals with autism (18+).

- Knowledge of computers, including email, spreadsheets, basic office software, online shopping, social media which residents use, and knows or is willing to learning and become proficient in technology specific to people with disabilities.
- Knowledge of the field of autism as it pertains to adults.
- Understanding and use of behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.

In addition, the successful candidate:

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record.
- Must successfully complete required training.
- At least 3 years in related fields.
- Should have at least a high school diploma.

- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President.
- Is able to travel for occasional professional development and client activities.

Knowledge, Skills, Abilities: This job requires certifications or successful training completion for CPR/First Aid, crisis management and medication administration. Willingness to take Registered Behavior Technician courses.

Personal Characteristics: The LCCM should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, the supervisor should:

- Show maturity, responsibility, and dependability and follow through on tasks with modest supervision.
- Be diplomatic and discreet: commitment to maintain strict confidentiality and respect of residents and the privacy of residents and their families.
- Be proactive: taking the initiative, willing to pitch in and assist.
- Behave ethically: understand ethical behavior and business practices and ensure that their own behaviors and other staff is consistent with these standards and aligns with the values of Ascendigo.
- Build relationships: establish and maintain positive working relationships with others, both internally and externally, to achieve client goals.
- Communicate effectively: speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: develop new ways to improve operations of Ascendigo and to create new opportunities.
- Focus on client needs: anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality care.
- Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- Lead: positively influence others to achieve results that are in the best interest of Ascendigo.
- Make decisions: assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- Organize: set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- Solve problems: Assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.

Housing Opportunity: The job *could* include living on the premises of one of the Residential houses as a 'House Host', in this case, the Red House in Carbondale. Serving as a 'House Host' *does not* include providing direct services but *does* include providing natural support by helping to create a positive, structured, and safe home life. In exchange for providing natural support, rent would be discounted and would include utilities, internet and access to laundry facilities and hot tub. Living in an Ascendigo-managed home is contingent on signing the Housing License Agreement in Connection with Employment.