



Job Title: Life Skills Coach

Location: Indianapolis, Marion, Terre Haute

Open: Rolling

About Family Links

Who Are We?

Family Links is a social services agency supporting the holistic needs of families to improve conditions and outcomes by providing relationship-centered services.

Our History:

Family Links is a family-owned business that started in 2020 in Indianapolis, Indiana. We were established with the goal of supporting families, individuals, and the broader community with a focus on building capacity in others. Family Links has grown throughout Central Indiana with almost 40 social service consultants, across three locations and the surrounding regions. At Family Links, we pride ourselves on working with clients of all ages and backgrounds using a servant-leadership and client-centered approach. We look forward to supporting the communities we serve for the next few decades.

Position Summary

Life skill coaching is provided by Family Links at the client's home or in the community. The services we provide include social skills training, organizational and planning skills, self-assessments and personal goals, problem-solving strategies, resource management strategies, homecare demonstration, and self-discipline training.

Position Responsibilities

- Weekly engagement with clients
- Regular communication with the management team over the client's plans/goals to ensure quality and effective services are provided
- Positive communication strategies
- Assist/guide clients to implement difficult changes/adjustments
- Provide encouragement and constructive feedback to clients
- Consistent, accurate, and timely documentation of all required client records, notes, and reports
- Participate in staff meetings and in-service training as required

Compensation

- Salary range: \$28 - \$33 an hour based on years of experience, certification, and degree completion
 - 40-160 hours per month



Minimum Education & Experience Requirements

- High school diploma or equivalent (Preferred)
- Work authorization (Preferred)
- Bilingual (Preferred)

Other Qualifications

Preferred

- Excellent knowledge of Microsoft Office Suite, comfortable operating apps on phones, mobile tablets
- Possess resiliency and stick with your job to maximize your hours
- Write in clear language with mastery of spelling, punctuation, indentation, and spacing
- Time management
- Ability to work independently
- Communicate effectively
- Represent the company with integrity and honesty

If you are an interested applicant and would like to learn more about the company, please click the link below and submit the following:
<https://familylinksindiana.com/join-our-team>

- Resume
- Two letters of recommendation
- Describe your goodness of fit for youth and family-based work
- Professional qualities and character
- Relevant qualifications for this role