



CROSSROADS OF WESTERN IOWA  
Job Description  
**LINKS Coach**

**Qualifications:**

1. **Education/Experience:** High School diploma or GED preferred.
2. **Requirements:** Good verbal and written communication skills, general computer knowledge; able to travel between locations; able to attend seminars which may require to stay overnight on occasion
3. **Needs to possess or secure and maintain:** Certification in first aide and CPR, and a valid Chauffeur's license with a driving record that is acceptable to CWI's auto insurance company

**Mission and Values**

- Embrace the values and philosophy of Crossroads of Western Iowa\*
- Treat persons served with the utmost respect and dignity\*

**Customer Focus**

- Assist in coordinating all aspects of program to meet standards of all regulatory agencies such as: CARF, Department of Inspections and Appeals, Department of Labor, County Case Management and OSHA\*
- Work cooperatively with the person served, their service coordinator, and other team members to support the persons served "Person Centered Plan"\*
- Assist persons served with specific individual needs\*

**Job Knowledge**

- Set up the activity area daily, ensuring it is ready for activities to begin\*
- Assist with supervision of persons served during break and meal time\*
- Must be able to assist in transferring persons served using 1, 2, or 3 person transfers as specified in their Person Centered Plan\*
- Maintain a clean, healthy, and safe environment for persons served\*
- Provide physical assistance to persons served as necessary in the areas of eating, dressing, personal hygiene, etc\*
- Make written or computerized entries into progress notes and charts as directed by Coordinator\*
- Oversee, and participate in, the clean up each day before everyone leaves

### **Problem Solving and Decision Making**

- Participate in Person Centered Plan when asked

### **Communication**

- Keep direct supervisor informed of persons served needs and progress\*

### **Coaching**

- Assist persons served in activities such as community outings, socialization, following directions, attention to tasks, job readiness and making crafts\*
- Model for or physically assist persons served with actual activities and/or tasks\*
- Lead small group activities\*

### **Compliance**

- Must have authorized release before sensitive information is given pertaining to CWI, persons served, and staff\*
- Will be aware of and comply with all HIPAA regulations in coordination with the HIPAA compliance officer\*
- Will abide by all CWI Corporate Compliance policies and Code of Ethics\*
- Comply with instructions and directions given by direct supervisor for person served individual and group needs\*
- Provide services according to approved policies and procedures, ensuring appropriate implementation of Person Centered Plan\*
- Maintain files in a neat and orderly fashion and assure limited access to such (on the Computer as appropriate)\*

### **Innovation**

- Implement, evaluate and coordinate each persons served goals\*
- Implement or see to the implementation of behavioral plans\*
- Participate in the development of small group activities

### **Effort and Initiative**

- Attend and participate in regular staff meetings and any other meetings as directed by management
- Perform any other duties as assigned by direct supervisor and director

### **Self Development**

- Attend and successfully complete all necessary staff orientation and training functions\*
- Committed to self improvement

### **\*Essential Functions**

**Items in job description are prioritized under each heading in order of importance.**

**Salary range will be within annually budgeted figure. Actual salary is subject to Board approval.**

This job description was developed to enhance the communication of job and performance expectations between the employee and management and is not intended to create a contract of employment. The specifications, essential functions and other responsibilities will be reviewed on a regular basis and are subject to modification.

**\*\*\*Required completion following interview\*\*\***

**STATEMENT OF UNDERSTANDING**

I have read and understand the above position description. I assert that I am able and willing to perform all essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

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Applicant Signature

Date

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Interviewer Signature

Date