



**Job Title:** Community Coach                      **Date:** October 2022  
**Department:** ADP                                      **Location:** Pala Building  
**Position Reports to:** Program Manager              **Position Supervised:** None  
**Pay Range:** \$17-\$18.50/hr. (DOE)

**Position Summary:** This position is primarily responsible for instruction and guidance of persons with Intellectual/Disabilities in the community, assisting in the instruction, guidance, and implementation of the ISPs for the participant, as well as implementing participant activities in the areas of hygiene, prevocational, recreational, and general community activities.

**Essential Job Functions include but are not limited to the following:**

Advancing participants' decision-making, productivity and participation in a range of skill building activities.

Applies strategies and techniques to foster independence, self-reliance and social skills.

Implement individual support plans for participants

Assist with daily living activities, including assisting with personal hygiene

Establishing a secure, positive environment that nurtures participants' needs, self-expression and goals.

Update participant case notes

Properly endorse participants when taking rest and meal periods.

Delivering individualized training and care for participants in compliance with instructions and other specific guidelines.

Promoting independence in daily activities, such as work, learning and leisure.

Facilitate participants' inclusion in the community through learning experiences and activities.

Maintaining knowledge participants' care and supervision requirements.

Comply with VV policies and procedures.

Maintaining documentation in compliance with company procedures.

Operating VV vehicles in compliance with company policies and governmental statutes.

Uses positive reinforcement strategies and other appropriate techniques to assist clients in the development of appropriate behavior

May assist participants on and off bus.

Complete documentation including recording data for goals, daily log, and communication books to care providers and parents.

Attend required meetings.

Successfully complete all required training.

Adheres to all Vocational Visions Policies, Code of Conduct and Procedures

Assists in giving first aid and CPR as necessary

Other duties as assigned

**Qualifications:**

**Required Education:**

- High School graduate or equivalent
- Valid Driver's License

**Preferred Education:**

- Some courses in psychology and the education and training of persons with intellectual/developmental and other related disabilities

**Preferred Experience**

- 1-2 years' experience with persons with Intellectual/Developmental disabilities
- Completion of certified first aid training and updated CPR, as well as CPI training

**Working Knowledge of:**

- Characteristics and knowledge of adults with Developmental/Intellectual disabilities
- Desire to work with adults with Developmental/Intellectual disabilities
- Ability to assume responsibility and supervise participants
- Ability to cooperate and work in a team environment
- Unique needs of each participant

**Physical Requirements/Working Conditions:**

This position is not a sedentary position. The essential functions of this job require the employee to be on their feet 50% of their work schedule. Employee works with participants both in a controlled environment and in the community. The employee in this position is required to do the following:

- A. Push and pull wheelchairs with participants on even and uneven surfaces;
- B. Kneel, squat, bend, lift and twist when assisting participant/s with various needs.
- C. Lifting of over 50 lbs.;
- D. Agility to implement behavior intervention. This includes but is not limited to walking at a pace to keep up with the participant should the participant attempt to elope;
- E. Ability to stand and/or walk for prolonged periods of time;
- F. Use correct knowledge of CPI techniques and perform those techniques as required;
- G. Knowledge and ability to applying de-escalation techniques or strategy.

The employee in this position also bends, reaches and pushes and pulls file drawers with file records and reports. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required.

There may be times when behaviors of a participant cause them to hit, slap, poke, bit or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.