



Job Title: Job Coach **Date:** December 2022
Department: Supported Employment **Location:** Pala Building
Position Reports to: Supported Employment Manager
Position Supervised: SE Participants **Pay:** \$17.00/hr. – \$17.50/hr.

Position Summary: This position is primarily responsible for providing job coaching support for Vocational Visions participants in the supported employment program, on the job training, and or paid internship program.

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

Acts as a liaison with the participant's employer or internship site supervisor

Works with individual participants to facilitate learning job skills, building workplace relationships, self-advocacy, decision making, and increased independence

Creates tools such as job step checklists, color-coded parts lists, etc. assist participant with successful job performance.

Reinforces instruction in work skills and self-development in order to help the participant work as independently as possible

Gives instruction in areas of personal hygiene and compliance with routine work rules and procedures such as housekeeping, breaks, etc. and counsels participants on-site related to work performance issues

Monitors participant work activities and behavior after instruction has been given and completes participant evaluations on work quality and efficiency; solicits input on participant performance from employer or internship site supervisor in order to evaluate participant co-worker relationships

Provides input on participant behavior, noting areas of improvement and/or where improvement is needed in order to continually develop appropriate work training goals

Prepares goal sheets on an annual basis, modifying goals throughout the year in order to continually challenge the participant; and participates in semiannual and annual participant evaluation staffing

Provides guidance to employers and their staff on interacting with people who have disabilities in order to build and maintain a good working relationship and complete assigned tasks efficiently and accurately; assists with job accommodations

Completes various reports on assigned participants, including participant's master files and individual participant work output

Communicates with parents, care providers and RCOC Service Coordinators as appropriate

Other duties as Assigned

Additional Duties and Responsibilities include but are not limited to:

- Provides training for relief staff, new job coaches and participants
- Continues to reinforce and assist participant with job tasks as necessary
- Treats staff fairly and shows respect to coworkers
- Complete all required training
- Adheres to all Vocational Visions policies and procedures

Qualifications:

Required Education:

- High School graduate or equivalent

Preferred Education:

- Some courses in psychology or guidance

Required Experience:

- Ability to work independently on assigned tasks

Preferred Experience

- Familiarity and knowledge of Intellectual/Developmental Disabilities
- Prior supervisory experience
- At least one year of successful experience working with adults with I/DD

Working Knowledge of:

- Standard office equipment (Fax, Copy Machine)
- Basic MS Windows (Word, Excel)
- Ability to communicate effectively both verbally and in writing
- Ability to be detail oriented
- Ability to demonstrate methods to be followed in instructional settings
- Ability to assess vocational capabilities and limitations of participants
- Unique needs of each participant

Other Requirements

- Valid driver's license
- Properly registered and insured vehicle

Physical Requirements/Working Conditions:

This position is primarily non sedentary position, with employee working in a manual labor environment. The employee assists participants with work related tasks and occasionally bends, reaches and pushes and pulls file drawers with file records and reports. The essential job functions require the employee to be on their feet 90% of their work schedule.