

Job Coach

JOB SUMMARY

The Job Coach works developmentally disabled personnel to integrate them into the community workforce through job assistance and skill enhancement.

QUALIFICATIONS

Prefer 1 year of experience in supported employment, vocational rehabilitation, job placement, or similar field. It is also preferred to have knowledge of and experience working with individuals with mental illness, developmental disabilities, and traumatic brain injuries.

RESPONSIBILITIES

- Supervise clients at work sites
- Design and implement work skill and training goals
- Implement behavior goals
- Assist client before and after work transition
- Break jobs/tasks into teachable parts
- Identify possible learning barriers and determine training methods
- Observe and record employee job performance and work behaviors for required reports
- Teach job safety skills
- Educate business personnel about the communication and needs of the employee
- Receive feedback from supervisors and co-workers regarding the employee's performance
- Develop and implement plans for supervisor and co-workers in day to day routines of employee

KNOWLEDGE/SKILLS/ABILITIES

- Great communication skills, verbal and written
- Maintain a positive attitude
- Ability to work with others effectively
- Be reliable and dependable
- Ability to maintain positive relationship
- Know how to budget time
- Ability to visually observe supported employee in the workplace

PHYSICAL REQUIREMENTS

- Frequent sitting, standing, bending, walking, reaching
- Occasional lifting and carrying of 25lbs to 50lbs