

Job Coach Coordinator

REPORTS TO: Supported Employment Services Program Manager

FLSA STATUS: Non-exempt

JOB SUMMARY

The Job Coach Coordinator works with developmentally disabled personnel to integrate them into the community workforce through job assistance and skill enhancement. Of a 40-hour work week about 10 hours would be in the office and the other 30 hours would be out job coaching with clients.

QUALIFICATIONS

Prefer 2 years of experience in supported employment, vocational rehabilitation, job placement, or similar field. It is also preferred have knowledge of and experience working with individuals with mental illness, developmental disabilities, and traumatic brain injuries.

RESPONSIBILITIES

- Provide support to Job Coaches located throughout the Chippewa Valley
- Coordinate Schedules of clients and job coaches to ensure a smooth workflow
- Supervise clients at work sites
- Design and implement work skill and training goals
- Implement behavior goals
- 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
- Start and complete weekly job coaching schedule and email out to job coaches and supervisor
- Train new job coaches
- 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 relationships
- Exhibit leadership skills
- Ability to resolve conflict
- Know how to budget time

PHYSICAL REQUIREMENTS

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