

JOB COACH

Qualifications:

Education: High School Diploma

Substitution for Education: GED Certificate

Experience: Two years full-time employment in regular industry or community program.

Work Relationships:

1. The Job Coach is directly responsible to the Job Crew Supervisor, the Supportive Employment Coordinator and Vocational Services Director.
2. Those under the responsibility of the Job Coach shall be all participants assigned to him/her.
3. The overall responsibility of the Job Coach is to build and maintain effective job development methods and work placement sites.

Essential Duties:

1. Shall prepare analysis of work environment, requirements, and specific analysis.
2. Shall review participant assessment for job match to include participant adaptive behaviors, parent/caretaker attitudes, transportation possibilities, participant's willingness to work and other relevant factors.
3. Shall develop and implement direct instruction plan for participants on work site to include specific skill training and adjustment to the work environment.
4. Shall maintain all on-the-job records, evaluate instructional plan and participant progress weekly (making revisions whenever necessary). Shall also obtain information from employer on participant performance.
5. Shall participate in case reviews and goal planning for each participant.
6. Shall keep on-site program staff informed about job market trends and training needs and meet with other Job Coaches and Trainers on a regular basis to exchange information.
7. Shall utilize behavior-training strategies to correct inappropriate behaviors and /or discipline problems.
8. Shall be responsible for safety of participants, train participants in safe work habits, and clean up on the work site(s).

Duties:

1. Shall develop and implement plan for fading from work sites.
2. Shall do the follow-up on all participants placed.
3. Shall supervise participant breaks and lunches as required and train participants in personal and social behaviors appropriate for the work environment where they are employed.
4. Shall perform all other duties assigned by the Job Crew Supervisor, the Supportive Employment Coordinator or the Vocational Services Director.