



Job Coach Job Description

Benefits include personal time off (PTO), health and dental benefits, retirement plan, and performance incentives

JOB SUMMARY: This position involves assisting individuals with disabilities acquire various work-related skills necessary to obtain employment and maintain employment in the community. Job Coaches provide ongoing support to clients working at various employment sites within the community. This support is individual-based and centered around work-related goals that focus on helping the client obtain the maximum level of independence within their job. Job Coaches provide the supports necessary to ensure success of the clients current and/or future employment opportunities. The services will be provided at the client's place of employment.

RESPONSIBILITIES:

- Consistently model appropriate work maturity skills and hold clients to the same expectations.
- Provide services to clients without discrimination as to race, religion, sex, age, or disabling condition.
- Monitor client's work performance and provide feedback and prompts when needed.
- Provide proper documentation on all clients' work performance for the client's case file.
- Ensure safety is being maintained in the work environment at all times.
- Know and adhere to established agency policies, procedures. This includes but is not limited to:
 - a) Attending agency and program orientation sessions with supervisor or their designee.
 - b) Able and willing to obtain a minimum of 24 hours of field related training each year.
 - c) Demonstrating competency in completing all required forms, time cards, and reports.
 - d) Consistently receive satisfactory performance evaluations.
- Contact your supervisor with as much notice as possible if ill, or in the event of an emergency.
- Uphold and consistently follow program and licensing regulations and procedures carefully for Peace of Mind and client's place of employment.
- Maintain and model positive, professional working relationships with clients and other agency staff.
- Accept and integrate supervision. Includes, but not limited to:
 - a) Following the program administrative staff instructions, directives and Peace of Mind procedures. Monitoring clients and provide appropriate daily by case notes and/or feedback on client goals.
 - b) Following supervisor instruction/directions regarding service provided to clients as monitored by case notes and supervisor evaluations.
- Provide service for clients regardless of location, by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of clients.
- Willing and able to substitute client service for other Peace of Mind Job Coaches, when needed.
- Willing and able to work with clients with incontinence and/or personal cares, in a respectful and professional manner when necessary.
- Through work performance evaluations, demonstrate a solid working knowledge of most frequently encountered disabilities of clients and the ability to provide specific, quality service for them.
- Attend required meetings and in-service training sessions.
- Update and upgrade skill levels by attending agency provided in-service training or other authorized training for a minimum of 24 hours of mandatory annual training. The year is based from 1 January to 31 December.



MINIMUM QUALIFICATIONS:

Interpersonal:

- Must be a sensitive and mature individual who is able to relate well to adults.
- Demonstrated warmth, insight, interest, and respect for persons with disabilities.
- Able and knowledgeable to cope with emergency situations (i.e. accidents, CPR, seizures, etc.), in a calm and efficient manner.
- Able to work well in a noisy environment, and demonstrate high levels of patience and positive attitudes toward Individuals with disabilities.
- Able and willing to be a team player and to work cooperatively with their supervisor.
- Able to communicate effectively with the clients and supervisors that they work with.

Education/Experience:

- Minimum 18 years of age and have a High School diploma or equivalent.
- Possess and maintain current CPR/1st Aid Certificate, or willing to obtain one within 15 days from date of hire.
- Possess and maintain a valid driver's license and an insured vehicle that meets minimum State of Minnesota insurance requirements.
- Able to pass a Background Check that meets State of Minnesota requirements.
- Prefer one year experience delivering supported employment services or direct care services either in classroom, place of employment, day care, medical, or residential settings.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS:

While performing the duties of this job, the Job Coach will be required to use hands and fingers to handle or feel; reach with hands and arms; speak and hear clearly. The noise level in the work environment varies low to high. The jobs requires the ability to walk, climb stairs, kneel, stoop, and may require employee to lift and/or move items weighing up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus. The job may require extended periods of sitting or standing. The Job Coach may be required to work long hours, and may be required to work occasional nights and/or weekends and must regularly interact with co-workers and the public.

ACCOUNTABLE TO: Vocational Director

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Job Coach. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name _____

Signature _____ Date _____