



POSITION DESCRIPTION

POSITION: Job Coach	SALARY RANGE: \$16.00-\$17.00
----------------------------	--------------------------------------

REPORTS TO / DIRECT REPORTS:	Job Coach Coordinator
-------------------------------------	-----------------------

ANNUAL WORK SCHEDULE:	Non-exempt, Class 4, 5, 6 or 7 employee
------------------------------	---

DAILY WORK SCHEDULE:	Part-time, Full-time
-----------------------------	----------------------

SUMMARY OF RESPONSIBILITIES: The Job Coach position will execute training of an individual with a disability or mental health diagnosis using structured intervention techniques to help the individual learn to perform job tasks to the employer's specifications. The Job Coach will also assist the individual in learning the interpersonal skills necessary to be a successful worker at the job site and in related community contacts. In addition to job-site training, job coaching includes related job readiness assessments, advocacy, travel training and other services needed to maintain the employment.

- ESSENTIAL FUNCTIONS:**
- Develop customized and effective job coaching and employment plans.
 - Communicate with clients to understand their goals and ambitions.
 - Attend client team meetings as scheduled.
 - Counsel clients on fine-tuning work habits/skills in preparation for integrated competitive employment.
 - Assess the strengths of individuals and teach them to use them effectively in the job site.
 - Guide clients in learning to complete job tasks to meet employer expectations.
 - Advise and advocate on workplace accommodations for people with disabilities.
 - Monitor and evaluate progress of clients
 - Keep records and documentation and prepare appropriate reports. Write Progress Notes, Weekly Job Coaching Reports, Task Analysis
 - Submit required documentation in a timely manner.
 - Communicate with other coaches and coordinators as needed.
 - Attend Job Coach Trainings and committee meetings.
 - Ensure all safety procedures are followed at each job site
 - Visit job and/or internship site(s) and meet with individuals with disabilities on-site, as scheduled, including evenings and weekends.
 - Ability to lift up to 50 lbs
 - Other duties as assigned.

QUALIFICATIONS EDUCATIONAL: H.S. diploma or equivalent

EVALUATION CRITERIA: Position will be evaluated annually based on the Performance Evaluation Matrix

QUALIFICATIONS REQUIRED SKILLS AND OTHER:

- Must be at least 19 years of age.
- Must have a valid Ohio Driver's License and good driving record.
- Must pass pre-employment and random drug screenings.
- Must pass a BCI background check.
- Must remain in compliance with all regulatory standards governing program services, including appropriate trainings.
- Must not be a registered offender on the ODDD Abuse and Neglect Register or the Ohio Department of Health Nurse Abuser Register.
- Must have your own auto insurance (**to conduct agency business in personal vehicle and receive reimbursement employee must have the amount of 100/300/100 coverage**).
- Must be able to work flexible hours, including weekends.
- Must be willing to travel to job site
- Must have conflict resolution and organizational skills
- Must have excellent communication skills and knowledge of disabilities.
- Possess or obtain CPR/First Aid Training Certification.

EMPLOYEE SIGNATURE

DATE

AGENCY REPRESENTATIVE SIGNATURE

DATE