



THE **ALPHA** GROUP
OF DELAWARE, INC.



Project | **SEARCH**®

POSITION DESCRIPTION

POSITION:	Project SEARCH Job Coach	SALARY RANGE: \$16.00-\$17.00/hour
REPORTS TO / DIRECT REPORTS:	Erika Gossman and Rebecca Thomas	
ANNUAL WORK SCHEDULE:	Non-Exempt, Class 2	
DAILY WORK SCHEDULE:	8:00am – 3:00pm or as required or requested	
SUMMARY OF RESPONSIBILITIES: The Project SEARCH Job Coach will be responsible for teaching internship sites. The Job Coach will create check-lists and tools to assist in learning job tasks.		

ESSENTIAL *JOB COACHING* FUNCTIONS:

- Work with the Instructor to assess intern skills and gather baseline data.
- Work with Business Liaison, Department Managers, Instructor and fellow Job Coaches to develop new internship sites.
- Responsible for writing and updating job descriptions, checklists/task-lists, and plans of necessary modifications for internship rotations.
- Learn all internship rotations and make any modifications (Ex. Labeling, simplifying checklists, grouping tasks, etc.) necessary for successful completion of the job.
- Teach the essential tasks/ duties/ core skills of the job to the intern.
- Write daily reports on the interns work experience. Must meet OOD standards.
- To present a professional demeanor and appearance while representing The Alpha Group to various school districts, families, interns, and partnering staff.
- Ensure compliance with all required regulatory standards, rules and regulations.
- Must have strong computer skills.
- Analyze problems, gather information, utilize resources, and recognize solutions.
- Ensure that all team members receive necessary and timely communication.
- Build natural supports to reduce the amount of time spend with each intern as core vocational skills are developed.
- Complete Job Development as they enter their third rotation – will get training and support on this
- Transport interns to job shadows, and other work-related appointments as necessary.
- Respond immediately to intern, &/or intern family complaints and concerns.
- Ensure compliance with CARF standards.
- Attend Job Coach Trainings and meetings.
- Other duties as assigned.

QUALIFICATIONS EDUCATIONAL: High school diploma or GED. Preferably a Bachelors Degree in a related field.

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).**
- May be necessary to utilize First Aide / CPR or emergency medical treatment and assessment at the same time.
- Must be able to lift at least 50 pounds on a periodic basis.
- Must be able to communicate in English and interact in a positive manner, utilizing both written and verbal methods, with participants, families, advocates, employees and referring agencies and have strong decision-making abilities.
- Must be able to prioritize the importance of tasks and needs. Must have mechanical ability and aptitude along with outstanding customer service.
- Must represent The Alpha Group and its participants to the public in a professional manner.
- Must be able to transport members.
- May be requested to perform duties on a limited basis outside of the job description and stated hours.

EMPLOYEE SIGNATURE

DATE

AGENCY REPRESENTATIVE SIGNATURE

DATE