

Job Coach

Position Title: Job Coach

Reports to: SEP Manager

Status: Hourly

Role:

The Job Coach's primary responsibility is to:

- Know and understand the consumer's IPP/IHSP goals
- Teach job tasks to consumers and monitor the quality of their work.
- Document consumers productivity
- Re-train and assist consumer when they are having difficulty in meeting employer work standards
- Teach consumers good work habits and communication skills necessary to succeed on their job
- If needed, teach destination\travel training and teach consumers safety procedures on and off the job.
- Discuss/Review with the consumer the work environment and culture.
- Teach the consumer's employer in co-worker disability awareness.
- If needed, provide consultation to family members.
- Identify natural supports and fading techniques.
- Maintain up to date and accurate case notes.
- Complete monthly progress reports on schedule
- Assist case manager with the development, implementation, and monitoring of consumer's IHSP
- If needed, provide work related medication and advocacy.
- Meet with consumers off the job site to discuss work performance. Directly delivering individual and group learning experiences to assist each consumer served in obtaining his/her IPP/IHSP objectives for which the vendor is responsible
- Maintaining data regarding consumer progress and participating in consumer assessment, planning and evaluation process.

Work Hours/Structure:

- Determined by consumer's work schedule and DOR hours

Minimum Qualifications:

- Six months of related experience.
- Excellent communications, presentations, and writing skills, along with great follow-up.
- First aid and CPR certification within 30 days of hire
- College education prefer
- Fingerprint clearance
- Proper insurance and vehicle registration