

## JOB DESCRIPTION

POSITION TITLE:               JOB COACH

A.     JOB REQUIREMENTS:

1.     Effective July 1, 2001, a minimum of an Associate's degree and two years experience in a related field. Additional experience in a related field will substitute on a year-for-year basis for the required college education.
2.     Computer literacy preferred.

B.     ORGANIZATIONAL RELATIONSHIP:

1.     Supervisor:                Employment Services Program
2.     Supervisees:             None

C.     SCOPE OF DUTIES:

To provide specialized job placement and job site training services to handicapped persons who are difficult to place in competitive employment situations and require extensive follow along and support services.

D.     JOB DUTIES:

1.     Complies with all agency policies, procedures and directives.
2.     Provides hands-on work assistance, support and instruction to clients who are placed into supported competitive employment situations.
3.     Maintains contact with employers to ensure proper job performance.
4.     Maintains ongoing contact with significant others, such as parents, case managers and primary providers, for the purpose of minimizing employment-related problems.
5.     Performs, when appropriate, mobility training.
6.     Serves as an advocate for the individual at employment work site.
7.     Instills work ethic and employability behaviors in clients.
8.     Attends client conferences, meetings and in-service training as assigned.
9.     Recommends and, where feasible, makes environmental modifications at work sites which will assist the client in better performing work duties.
10.    Provides direct counseling to the individual to minimize behavioral problems.

11. Completes and submits all required reports in a timely manner.
12. Maintains client confidentiality.
13. Assists in the maintenance of a safe, clean and well-organized environment and immediately reports any health or safety hazards to the supervisor.
14. Performs other relevant duties as required and assigned.