

JOB DESCRIPTION

Revision Date: 2 Sep 2022

Position Title: Job Coach

To provide specialized job placement and job site training services to individuals with disabilities in competitive and integrated employment and provide extensive follow along and support services

- Full-time
- Part-time

Minimum Requirements:

- An Associate's Degree from an accredited college or university, and two years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities
- Driver's license- Requires local travel in own vehicle to various employer sites as necessary to support individuals during interviews and for worksite visits
- A clean criminal and driving record
- Occasional nights and weekends required

Job Duties:

- Conduct employer outreach and serve as a liaison between employers and individuals
- Develop partnerships with vendors and community agencies
- Connect with local businesses to establish business relationships while explaining the benefits of hiring people with disabilities
- Support adults with disabilities to find employment and On the Job Training experiences
- Meet with and assist individuals in the community to conduct intakes, interview preparation, resume building, and job coaching
- Serve as an advocate for the individual at employment work site
- Maintain contact with employers to ensure proper job performance
- Maintain ongoing contact with significant others, such as parents, case managers and primary providers, for the purpose of minimizing employment-related problems
- Create progress notes documenting the individual's progress and submit all required reports in a timely manner
- Attend individual conferences, meetings and in-service trainings, as assigned
- Assist in the maintenance of a safe, clean and well-organized environment and immediately report any health or safety hazards to the supervisor
- Performs other relevant duties as required and assigned

Competencies:

- Passionate about human services & working with individuals with barriers to employment
- Able to build and maintain relationships and partnerships; maintain confidentiality and professionalism
- Exceptional written and oral communication skills
- Excellent organizational and time-management skills
- Able to manage time efficiently and meet deadlines
- Able to work independently, in groups, and with community employers