

JOB COACH – EMPLOYMENT OPTIONS

Department: Vocational Approved By: _____

Date Written: 6/1/1994 Date Revised: 7/7/03, 6/27/22, 7/25/24

Supervisor: Employment Supervisor

Supervises: _____

JOB SUMMARY: Provides on the job training as part of the Supported Employment Program at Aspire Inc. May also provide job development, vocational assessments and other employment related services. Works closely with Employment Specialists and community employers to ensure employment goals are met.

ESSENTIAL FUNCTIONS:

1. In conjunction with other members of the service team, determines specific goals and objectives for individuals served, and the methods by which these goals and objectives can be accomplished.
2. Serves as a contact person for Department of Rehabilitation Services counselors and persons receiving services funded by the Department of Rehabilitation Services.
3. Must prioritize, organize, meet timelines, and be detail oriented.
4. Must make important decisions, and exercise discretion and judgment.
5. Communicates effectively both orally and written.
6. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.
7. Responsible for equipment and supply requisitions.
8. Attends and responds to emergency situations as they arise.
9. Serves on agency committees as assigned.
10. Implements and documents programs and supports as specified by individual service teams. Do weekly audit of MSR's, S.O., Programs, t-logs, Waivers, CTS Units, and Job coach forms for missed documentation. Report missing documentation to team and supervisor.
11. Assesses and recommends changes in programs and services as needed.
12. Assists with personal care of individuals served.
13. Attends regular staff meetings.
14. Ensures work tasks are completed in a timely manner and a manner that meets all quality requirements.
15. Have contact and good rapport with employers as determined by a person's plan, monthly job checks etc.
16. Familiar with and complies to Aspire, Inc. policies and procedures

17. Familiar with and complies to applicable accreditation standards.
18. Familiar with and complies to safety and sanitation regulations.
19. Completes, obtains, disseminates, updates and file all applicable forms/reports.
20. Co-plans, conducts, and attends extracurricular activities, workshops, inservices, ISP's and meetings as necessary.
21. Orders/maintains adequate inventory.
22. Maintains an assigned inventory.
23. Intervenes with immediate medical, behavior or emergency situations. This may include agency approved physical intervention techniques.
24. Advocates for individuals served. Ensures individuals choices and preference are elicited and respected.
25. Utilizes community resources in the development of programs and services.
26. Complete all training that is required.

ADDITIONAL FUNCTIONS

1. Assists with transporting individuals served and picking up/delivering items and supplies, or accompanying to appointments when needed.
2. Performs other reasonably related duties as assigned.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. Must possess a high school diploma or a GED. Experience working with people with development disabilities preferred.
2. Must have a valid drivers license, ability to pass agency's driver training course, and must be insurable under agency's insurance policies.
3. Must successfully complete agency approve training and certifications.
4. Must be able to stand, stoop, lift moderate weights, and pull/push items.
5. Must prioritize, organize, meet timelines, and be detail oriented.
6. Must make important decisions, and exercise discretion and judgment.
7. Must perform multiple tasks at one time.
8. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.
9. Must be able to work flexible hours depending upon current needs of individuals receiving job coaching services. Outside of 8-430, holidays, and weekend if needed.

Every effort has been made to make your job description as complete as possible; however, in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed