



Enhancing Communities by Creating Opportunities for adults with Developmental disabilities through Innovative and Person Centered approach

POSITION: Job Coach

Reports to: Chief Operating Officer

Hours: Monday - Friday, 8:00 AM to 4:30 PM; hours may vary depending on the needs of the individuals in the program

Classification: Non-exempt

Pay: \$15.00 - \$20.00 an hour

Benefits: Health, vision, and dental insurance, life and accident insurance, PTO, six paid sick days, six paid holidays, 401(k) match, paid training, and an Employee Assistance Program.

General Description:

The Job Coach provides job coaching services to adults with intellectual and developmental disabilities (IDD) who are working at various employment sites in the community. The Job Coach assists the adult with learning to perform their job duties and develops a plan for ongoing job coaching. The support is individually based and centers around work-related goals that focus on helping the person achieve the maximum level of independence at their job. The Job Coach also helps increase the adult's interpersonal skills necessary for the workplace. The Job Coach often serves as a mentor figure to employees who need extra motivation to complete job functions and excel at their job. Services will be provided at the person's place of employment.

The Job Coach maintains relationships with employers and is the main point of contact between the individual and the business. The Job Coach promotes person-centered concepts, integration of individuals into the community and being involved in activities that increase independence. The Job Coach actively supports adults with IDD to choose and achieve the highest quality of life. The Job Coach promotes the organization's mission, vision and core values.

Essential Functions

Program Operations

- Understand each person's DVR Plan for Employment (IPE) or CCB Individual Plan (IP) and assist the individual in creating and working towards measurable goals that align with the services and units authorized in the plans.
- Recognize the needs and desires of the individual and provide appropriate support.
- Provide routine positive reinforcement, inspiration and moral support to the individuals served.
- Manage crises according to established policy, procedures, and guidelines.
- Handle minor issues that arise, including de-escalating, re-directing, reporting progress and problems to the Director.
- Have solid understanding of individuals' behavior plans, adaptive and behavior individual service and support plans (ISSPs) and requirements for implementation and tracking.
- Provide one-on-one support on the job; helping the individual perform job tasks to employer's specifications and practice interpersonal skills necessary to be a successful employee.
- Provide transportation to and from the work site if necessary using company vehicle.

Communication

- Meet weekly or as necessary with Supported Employment team.
- Communicate with individuals, families, care providers, DVR/CCB case managers, and other members of the interdisciplinary team (IDT) as requested.
- Act as an advocate for the individual, fostering and supporting a two-way relationship of respect and dignity between the individual, their employer and other community members.
- Document progress notes in Therap
- Attend IDT meetings as necessary
- Report any unusual behaviors, incidents, or concerns to Associate Director. Complete a general events record (GER) in Therap.
- Offer feedback Director for development of adaptive individual service and support plans (ISSPs).
- Maintain confidentiality of individuals served at FRIENDS and agency operations.
- Participate in weekly meetings by offering suggestions and asking questions for clarification.
- Ongoing communications with supervisors, team members, family members and all other stakeholders regarding any issues, concerns, problems (i.e. programmatically and medically).
- Attend all required agency meetings.

Other Duties/Responsibilities

- Carry cell phone.
- Report all incidents involving allegations of mistreatment, abuse, neglect and exploitation (MANE) according to policy.
- Attend all required meetings and in-service days as scheduled.
- Complete all necessary trainings within the guidelines set by agency.
- Know, understand, and implement agency policies and procedures.

- Know and understand Medicaid Home and Community Based Services waivers rules and regulations.
- Monitor and report on all data to ensure compliance with Federal, State, County and Municipal statutes, regulation and rules.
- Model punctuality and dependable attendance.

Education and Experience

- High School diploma
- Minimum 2 years experience with a program for adults with intellectual and developmental disabilities

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

I have read the job description for my position and agree to the responsibilities outlined herein.

Name: _____

Signature: _____

Date: _____