

District Job Coach

JOB SUMMARY:

This position involves assisting students in the acquisition of work maturity skills necessary to obtain employment and independently maintain employment in the community. Job coaches provide ongoing support to students working at various employment sites within the community. This support is individual-based or small group and centered around work-related goals that focus on helping the student obtain the maximum level of independence within their job. Job coaches provide the support necessary to ensure success at future employment opportunities. Service will be provided at the student's place of community-based education employment.

RESPONSIBILITIES:

- Consistently model appropriate work maturity skills and hold students to the same expectations.
- Monitor student's work performance and provide needed support/education feedback and prompts when needed.
- Provide proper documentation on work performance.
- Ensure safety is being maintained in the work environment at all times.
- Know and adhere to established BPS policies as well as procedures of the selected business regulations. This includes but is not limited to:
 - Attending agency and program orientation sessions with Supervisor or their designee.
 - Completing observation(s) while service is being given at the consumer's place of employment.
 - Demonstrating competency in completing all required forms, timecards, and reports.
 - Consistently receive satisfactory performance evaluations.
- Maintain and model positive, professional working relationships with students and other agency staff.
- Provide service for students regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of students.
- Willing and able to work with students with incontinence and/or personal cares, in a respectful and professional manner when necessary.
- Attend required meetings and in-service training sessions.
- The employee is responsible for providing evidence of and maintaining records of the training and the number of hours of training they attended.

MINIMUM QUALIFICATIONS

Interpersonal:

- Demonstrated warmth, insight, interest, and respect for persons with disabilities.
- Able and knowledgeable to cope with emergency situations in a calm and efficient manner.
- Able to work well in a noisy environment and demonstrate high levels of patience and positive attitude toward persons experiencing developmental disabilities.
- Able and willing to be a team player and to work cooperatively with their supervisor.
- Able to communicate effectively with the students and supervisors.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS: While performing the duties of this job, the Job Coach will be required to use hands and fingers to handle or feel; reach with hands and arms; speak and hear clearly. The noise level in the work environment varies from low to high. The jobs require the ability to walk, climb stairs, kneel, stoop, and may require the employee to lift and/or move items weighing up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus. The job may require extended periods of sitting or standing.

Experience: Job-related experience is required.

Education: High School diploma or equivalent.

Licenses: Possess and maintain a valid driver's license.

Clearances: Fingerprint/Background Check clearance

FLSA Status: Non-Exempt

Salary Grade: SI on the Support Staff Salary Schedule