

ABLE INDUSTRIES

Job Description

Position Title: **Job Coach (Part-time)**

Reports To: Career Work Crew Counselor

I. Position Summary

The Job Coach is responsible for the daily training, on site supervision and monitoring of ABLE's Supported Employment Program trainees. The Job Coach's role consists of job coaching, follow-along services, monitoring trainee's progress, documenting and relaying daily hours used with each individual placement, assisting in time studies, assisting in assessments conducted for trainees, monitoring and providing counseling and support to trainees on the job. The Job Coach will also report and monitor any changes in employment or site staff. Monthly participation in trainee evaluation and placement activities is required. Could direct, as appropriate, job club activities.

II. Qualifications

Must have a wide range of communication skills, teaching skills, knowledge of disabilities, writing skills, problem solving techniques and decision making skills. A Job Coach must be able to work well within a variety of work settings and be willing to work the required work hours of the trainees, including evenings, weekends, and holidays.

High School Graduate or G.E.D. Must be 21 years of age. Must possess the ability to communicate well and work as team player. A valid California Driver's license, good D.M.V. printout, reliable transportation, and auto insurance required. All applicants will be required to pass a criminal, educational, and employment background check. In addition, they must successfully complete a drug screen, physical, and tuberculosis test.

III. Duties and Responsibilities

Essential Functions:

1. Key Position Responsibilities
 - Will adhere to all required agency's policies and procedures as it relates to the scope of Job Coach responsibilities.
 - Establish and maintain effective relationships with community employers that will allow placement of disabled trainees to be successful.
 - Will assist the Counselor in conducting assessments, task analysis, and time studies.
 - Develop appropriate records and report weekly to the Counselor on progress of each placements progress.
 - Provide the Counselor availability for work weekly.
 - Will be required to use own vehicle during the course of fulfilling assigned duties and tasks.
 - Communicate to Counselor when behaviors interferes or disrupts daily routine

2. Safety
 - Ensures that agency safety policies are adhered to.
 - Maintains vigilance in monitoring trainees' activities and environment to ensure their safety.
 - Conduct at the minimum one safety training monthly.
3. Corporate Culture
 - Demonstrates a commitment to the mission.
 - Code of Ethics.
 - Adheres to general policies and procedures.
4. Training
 - Attend Job Coach meetings to discuss and share appropriate training techniques us by others in the group to aid in the training process.

Marginal Functions:

1. Cross-Training
 - May be required to be cross-trained in other job coaching positions (work crew instructor).
2. May be required to provide transportation to trainees in own vehicle.
3. Other Duties as Assigned
 - Other assignments as necessary and not limited to the Essential and Marginal duties listed above.

IV Supervisory Responsibilities

None

V Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, trainees or employees of ABLE Industries.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, trainees, customers, and the general public.

The ability to speak a second language such as Spanish, Mhong, Filipino, etc. would be helpful.

VI Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

VII. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

VIII. Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee occasionally is required to smell. The employee is regularly required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. On rare occasions the employee may be required to move loads of over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

IX. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may work near moving mechanical parts; in high, precarious places; and may be exposed to wet and/or humid conditions, fumes or airborne particles. The employee sometimes works with toxic or caustic chemicals, a risk of electrical shock, and machinery vibrations. While performing the duties of this job, the employee sometimes works in outside weather conditions.

The noise level in the work environment is usually moderate and occasionally loud.

Adopted 12/94

Revised 4/98, 5/00, 9/01, 5/03, 8/06, 07/07, 7/08,07/09