

POSITION: COMPUTER JOB COACH

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Computer Instructor

DATE UPDATED: April 24, 2017

POSITION SUMMARY:

The Computer Lab Program is focused on assisting consumers to explore the benefits of computer technology. Computer Job Coach will train consumers about the capabilities of online networking, researching and learning. Computer Job Coach will assist consumers with the basic understanding of keyboarding, computer applications and basic internet navigation. Responsible to implement individualized training guidelines according to the consumers' cognitive abilities and at the consumers pace. Responsible to research and provide knowledge on assistive technology available to consumers such as: personal iPad tablets, touchscreen monitors, drawing pads (Wacom), vision impairment screen/keyboard, and artificial assistant (Siri/Cortana) etc. Will track consumers' progress and provide on-going services/support necessary for consumers to maintain and succeed in the computer lab. Will also be responsible to assist in basic computer troubleshooting for computers within the computer lab.

SPECIFIC DUTIES:

1. Provide individualized training techniques according to the consumers' learning level.
2. Teach and train consumers to utilize and identify basic computer components – mouse, keyboard, monitor, printer, removable storage device, etc.
3. Implement instructions on the basics of safely browsing the internet, using email, and/or social networking (Facebook, LinkedIn, etc.).
4. Teach consumers how to use the internet as a tool for learning to read, type, research and communication using email or social network sites.
5. Provide knowledge and opportunities available regarding the types of assistive technology computer equipment on the market that may be beneficial for consumers. (Touchscreen monitors, Vision impairment screen/keyboard, headsets, artificial assistants, drawing pads, etc.)
6. Educate and assist consumers in establishing appropriate social networking skills.
7. Implement memory games/activities/software/apps that promote learning and critical thinking skills.
8. Implement training curriculum and activities for consumers to apply computer knowledge, skills and abilities. Document consumers' progress.
9. Promote continuous improvement of workplace safety for both consumers and employees to prevent injuries.
10. Demonstrate, organize and motivate consumers during computer assignments.

GENERAL DUTIES:

1. Must be Individual Specific Training (IST) trained for assigned consumers within the employment services program.
2. Implements and documents the frequency of outcomes and action steps as outlined in the Individual Service Plan (ISP). Complete the documentation of the outcome progress report and submits to the Computer Instructor by the last day of each month.
3. Required daily to document and submit "Time-In & Out" on daily activities and outcome implementation.
4. Assist the Computer Instructor in completing the Person-Centered Assessments of consumers to determine consumers' strengths and needs to justify the service.

5. Plan, implement, and coordinate supported employment activities and trips monthly with consumers. The monthly meeting and clinic calendar needs to be reviewed with the Computer Instructor.
6. Ensures consistent training and implementation of therapy Written Direct Supports Instructions (WDSI) in accordance with the Therapy policy (Speech Language Pathologist, Physical Therapist, Occupational Therapist, and Behavioral Support Consultant).
7. Serve as a member of the Interdisciplinary Team (IDT) by attending meetings of assigned consumers.
8. Responsible to know the consumers' overall health, medication, therapy services and personal preferences.
9. Ensure billing documentation for assigned consumers is accurate, complete and submitted to the Computer Instructor biweekly and/or monthly according to the CCRC Finance department deadline.
10. Provide supports and assistance with medication in accordance with CCRC, Inc. Medication & Health Policy, New Mexico Board of Pharmacy regulations and Developmental Disabilities Supports Division (DDSD) Medication Assessment & Delivery Policy.
11. Coordinate health care with the health department on the well-being of the consumers.
12. Required to complete and submit CCRC nurse assessment form; ensure the implementation of the prescribed treatment plans; and adhere to the incident reporting procedures, for consumers during an illness.
13. Required to report incidents of abuse, neglect, exploitation, environmental hazard, and/or suspicious injury to ensure the safety and well-being of the consumers and submit within 24-hours.
14. Coordinates with the Café to order consumer lunches on a daily basis and will exercise meal distribution in accordance to Food Handler's certification.
15. Conduct the vehicle inspection procedure, prior to operating, to ensure vehicle is safe to operate. Complete Vehicle Maintenance Request form as necessary.
16. Ensure a proper shift exchange occurs at 8:00am and 4:00pm with the weekday community living shift and at 8:00am on Mondays from the weekend shift using a communication log. Also responsible to conduct proper shift exchange when consumer is assigned to the supported employment program for a short period of time.
17. Ensure that all receipts (consumers' money request, electronic requisition purchases, and credit cards) are submitted back to the finance department at the end of the day in accordance to accounting policy.
18. Will attend all required trainings in accordance with the training policy.
19. Support and chaperone athletes who compete in Special Olympics.
20. Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to work independently.
2. Will be knowledgeable of the CCRC Policy and Procedures.
3. Report and document all required reports in a timely manner.
4. Knowledge of the operation and maintenance of computer equipment.
5. Knowledge of computer security and basic troubleshooting.
6. Ability to drive a motor vehicle.
7. Provide excellent customer service.
8. Ability to identify and resolve routine operational problems.
9. Ability to read, understand, follow and enforce safety procedures.
10. Basic writing skills are required.

PHYSICAL DEMANDS

Physical demands must be met by the employee to safely perform the essential functions of this job. Requires heavy physical work; heavy lifting, pushing, or pulling of objects up to 100lbs. The employee is encouraged to use a team-lift when lifting and transferring consumers and/or equipment up to 100lbs. This position requires extensive driving, long periods of standing and walking. This position requires reading and writing skills.

QUALIFICATIONS:

1. High School Diploma or GED
2. Maintain current First Aid and CPR Certification
3. Able to lift up to 100 pounds and be in good physical condition.
4. Maintain valid Driver's license.
5. Must pass Caregivers Criminal History Screening Clearance
6. Must pass Employee Abuse Registry
7. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$16,910.40 - \$33,120.00 depending upon qualifications and experience.