

**POSITION: SUPPORTED EMPLOYMENT JOB COACH**

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Job Developer

DATE UPDATED: April 4, 2017

**POSITION SUMMARY:**

Supported Employment Job Coach will assist consumers with career exploration, job readiness training, and preparation. It is the responsibility of the SE Job Coach to assess the consumers' unique skills and abilities and help the consumer to obtain suitable employment and contribute to the community. Responsible to individualize the employment connection between the consumer and employer in a way that meets the needs of both. Will ensure employers adhere with the American with Disabilities Act (ADA) requirements by advocating for reasonable accommodations, and work place modifications for consumers. Will track consumers' employment progress and provide on-going services/support necessary for consumers to maintain and succeed in the workplace. SE Job Coach may also offer self-employment and implement individualized planning and support strategies based on the strengths and desired employment goals of the consumers.

**SPECIFIC DUTIES:**

1. Assist consumers in applying for jobs related to the consumers personal interests, skills and ability.
2. Recommend assistive technology equipment for consumers as necessary.
3. Assist consumers with resume preparation and online employment applications.
4. Educate and assist consumers in establishing professional work ethics, social skills and appropriate apparel for work.
5. Maintain ongoing communication to assure satisfaction for both the consumer and employer to sustain employment.
6. Demonstrate and utilize safety equipment available to promote workplace safety and accident prevention for consumers and employee. (i.e. face mask, gloves, disinfecting sprays, etc.)
7. Support and assist consumers at trainings relating to their employment. (HAZMAT Safety, Janitorial, Food Handler, CPR/1<sup>st</sup> Aid, Customer Service, etc.)
8. Demonstrate, organize and motivate consumers during work assignments.
9. Will meet with the employer prior to and during employment to identify expectations and specific supports needed for success at the work site.
10. Utilizing the Employment Satisfaction Survey on a quarterly basis, to ensure job requirements are being completed to the employer expectations.

**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). Completes the documentation of the outcome progress report and submits to the Employment Service Manager 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 Job Developer 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 Job Developer.
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 Job Developer 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. Strong advocating for individuals with developmental disabilities skills are necessary.
3. Will be knowledgeable of the CCRC Policy and Procedures.
4. Report and document all required reports in a timely manner.
5. Ability to drive a motor vehicle.
6. Provide excellent customer service.
7. Ability to identify and resolve routine operational problems.
8. Ability to read, understand, follow and enforce safety procedures.
9. 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.