

**POSITION:** JANITORIAL JOB COACH  
**CLASSIFICATION:** Non-Exempt (Hourly)  
**REPORTS TO:** Employment Services Manager  
**DATE UPDATED:** April 4, 2017

**POSITION SUMMARY:**

The Janitorial Job Coach will provide janitorial training to adults with developmental disabilities. Responsible to maintain the cleanliness of worksites. Will demonstrate and train consumers in basic custodian duties such as: picking up trash, sweeping, mopping, vacuuming, or using specialized cleaning equipment to clean floors, cleaning and restocking restrooms, cleaning windows, etc. Will educate consumers to implement safety standards, the operation of specialized cleaning equipment, and the strategic goals of the janitorial program. Responsible to ensure cleaning services are completed in accordance to the contract or employer requests. Will ensure employers adhere with the American with Disabilities Act (ADA) requirements by advocating for reasonable accommodations, and work place modifications for consumers. Assist the Employment Services Manager in maintaining documentation in accordance to funding source (Developmental Disabilities Waiver, Department of Education, and State General Fund) standards.

**SPECIFIC DUTIES:**

1. Will provide safe transportation for consumers to and from the work site.
2. Demonstrate and utilize safety equipment available to promote workplace safety and accident prevention for both consumers and employee. (i.e. displaying wet-floor caution signs, face mask, gloves, safety glasses, etc.)
3. Will operate and provide safe methods/techniques when training consumers to use specialized cleaning equipment (floor buffers, industrial carpet cleaners, steam cleaners, vacuum, dusting equipment, a broom, etc.).
4. Train consumers to clean by demonstrating proper techniques for sweeping, mopping, scrubbing, polishing floors, vacuuming carpet, dusting upholstery and furniture.
5. Train consumers by demonstrating proper techniques to dust/wash windows, window sills, desks, walls and ceiling when necessary.
6. Demonstrate and train consumers to clean and sanitize restrooms, offices, and kitchens as necessary.
7. Ensure all equipment is in safe and operating condition prior to use, report unsafe equipment/concerns and request for purchase of new equipment as needed.
8. Will ensure janitorial program operating supplies, materials and equipment are available.
9. Support and assist consumers at trainings relating to their employment. (HAZMAT Safety, Janitorial, CPR/1<sup>st</sup> Aid, Customer Service, etc.)
10. Exercise caution and use a team-lift when transferring heavy products or equipment.
11. Demonstrate, organize and motivate consumers during work 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). 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.

CCRC, INC.

4. Assist 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 Employment Services Manager.
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 Employment Services Manager 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. 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 janitorial 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. Knowledge of utilizing floor buffers and specialized custodial equipment.
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 product/equipment 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. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic cleaning chemicals. 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.