



<b>JOB TITLE:</b>	<b>JOB COACH</b>
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	\$13.00 - \$15.00 per hour
<b>STATUS:</b>	Part-time
<b>REPORTS TO:</b>	Director of Abilities First Employment Services

## **PRIMARY PURPOSE OF JOB**

The Job Coach supports successful relationships between individuals with disabilities and their employers. Individuals work at various employment sites within the community. This support is individual-based and centered around work-related goals that focus on helping the individual obtain the maximum level of independence within their job and by developing natural supports. Services are provided at the individual's place of employment.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

## **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Transition the ongoing provider support role from the Job Developer to the Job Coach to develop job skills and build relationships with key employees identified by the Job Developer.
- Continue to identify key employees at the workplace to provide natural supports that lead to successfully training and retaining the new employee using workforce-based mentoring.
- Consistently model appropriate work skills and hold individuals served to the same expectations.
- Assess the strengths of individuals and teach them to use them effectively.
- Uphold standards of employer expectations at all times, which may include finding a substitute if employee receiving support leaves early or is absent. This is the employee's position and AFES should not have back-up employees – that would be the employer's responsibility to find backup should the employee call in sick.)
- Establish clear communication with the other employees on the worksite to ensure that natural supports are used first and avoid creating dependence on the Job Coach.
- Monitor individual's work performance and provide feedback and prompts when needed, while maintaining the balance of natural supports always being preferred.
- Guide individuals in learning to complete job tasks.
- Assist people with disabilities in developing social and life skills, which includes, but is not limited to, building organic supports while on the job, building relationships with director supervisor, co-workers, and other supervisory staff in order to create a smooth transition into independent employment.
- Advise on workplace accommodations for people with disabilities.
- Provide proper documentation on all individuals' work performance.
- Ensure safety is being maintained in the work environment at all times.
- Contact your supervisor with as much notice as possible if ill, or in the event of an emergency.

- Uphold and consistently follow program and licensing regulations and procedures carefully for AFES and the individual's place of employment.
- Maintain and model positive, professional working relationships with individuals served and other agency staff.
- Accept and integrate supervision. Includes but not limited to:
- Following the program administrative staff instructions, directives, and AFES procedures. Monitoring by appropriate documentation.
- Following supervisor instruction/directions regarding service provided to the individual served as monitored by supervisor evaluations.
- Provide service for individuals regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative, and supportive of individuals served.
- Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly.
- Update and upgrade skill levels by attending agency provided in-service training or other authorized training for a minimum of 20 hours of mandatory training within the first twelve months of employment, and 4 hours for each subsequent calendar year.
- Light lifting required and extensive sitting.
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 25 mbps* in order to work remotely from home with provided laptop and office equipment.
- Perform other related work as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated warmth, insight, interest, and respect for persons with disabilities.
- Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements.
- Ability to communicate effectively with individuals served and supervisors they work with as well as with their own supervisor.
- Ability to establish effective working relationships with co-workers and the public.
- Able to work well in a noisy environment and demonstrate high levels of patience and positive attitudes toward persons experiencing developmental disabilities.
- Ability to bend, sit, stand, and stoop.
- Demonstrates professional work ethic.

## **CORE COMPETENCIES**

- **Adaptability** – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Continuous Improvement** – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- **Contributing to Team Success** – Actively participating as a member of a team to move the team toward the completion of goals.
- **Decision Making** – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- **Engagement Readiness** – Demonstrating a willingness to commit to one's work and to invest one's time, talent and best efforts in accomplishing organizational goals.
- **Planning and Organizing** – Establishing courses of action to ensure that work is completed effectively.
- **Quality Orientation** – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- **Technical/Professional Knowledge and Skills** – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

**Minimum 18 years old and have a High School diploma or equivalent.**

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

Physical Requirements				
Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<ul style="list-style-type: none"> <li>The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.</li> <li>Works in an office environment with the option for some remote work.</li> <li>Abilities First offers a flexible schedule and relaxed environment.</li> </ul>				
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.				X
<b>Standing/Walking:</b> Must be able to move about the work area.	X			
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Driving:</b> Must be able to drive locally for work-related assignments.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Click here to apply directly for this position:**

<https://secure2.saashr.com/ta/104751.careers?ApplyToJob=386057793>

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