**JO B DE SC RIP TI ON**

**Job Title:** [**Job Coach**](Job%20Coach-General.docx) **Program:** Vocational Services

**Supervisor:** Vocational Services Manager

# Status: Exempt Non Exempt

**JOB SUMMARY**

The Job Coach may work under the direction of the work site supervisor or independently with an individual placement of a person served. The Job Coach provides direct supervision and support to consumers placed in individual and group (crew) placements; assists the consumers to identify their job tasks and how to perform them effectively; assists the consumer to work on his or her chosen goals and objectives; works closely with the Vocational Specialist assigned to their consumers and with the employers/managers of consumers working in the community; documents consumer work behavior and completes weekly case notes; performs a variety of tasks relative to the assigned area of responsibility and performs other related duties as assigned.

**Essential Functions**

# Provide direct supports to consumers in various job tasks Standards:

* + Provide direct supervision to assigned consumers in individual and group settings
	+ Instruct and train consumers in skills related to work being performed
	+ Instruct and train consumers to build good work habits, related job skills and social behavior
	+ Effective communication with employers on a regular basis
	+ Ability to adjust job coaching based on the needs at the time of job coaching

# Implement specific goals according to the Individual Support Plans Standards:

* + Work as a contributing team member with the Vocational Specialist, and Vocational Services Manager to implement individual support plans and providing quality services
	+ Attend and provide input at meetings as scheduled

 ~~~~ Provide input on consumer to help them realize their goals

* + Help develop plans for consumers to include measurable goals, objectives and training strategies
	+ Provide advocacy information and referral assistance to all assigned consumers
	+ Maintains an open line of communication with supervisor
	+ Effectively interpret Individual Support Plans

# 3 . Accurately completes all assigned paperwork Standards:

 ~~~~ Completes progress reports and case notes for assigned consumers

* Reports the attendance of assigned consumer to the office manager
* Compiles behavior and work related data on assigned consumers
* Responsible for completing vehicle logs
* Reports all consumer related incidents to Vocational Services Manager immediately and completes and submits case note regarding the incident

# Provide quality customer service to maintain and increase employment opportunities

**Standards:**

* + Ensure that all work performed is completed to the customer’s satisfaction
	+ Report customer concerns immediately to the Vocational Services Manager
	+ Follows all community worksite related procedures

# Maintain safety standards Standards:

* + Utilize worksite standards for maintaining, storing, and using equipment properly
	+ Complete vehicle inspections daily and report problems to the Vocational Services Manager
	+ Ensure and demonstrate through leadership that self and consumers utilize approved safety equipment
	+ Provide relief to other positions whenever necessary, at the direction of the Vocational Services Manager

# Contribute to the mission, values, and goals of Arc-San Joaquin Standards:

* + Support the agency and its programs onsite and in the community to accomplish its stated goals
	+ To represent Arc San Joaquin in a professional manor
	+ Adheres to established policies and procedures
	+ Demonstrates a professional demeanor by actions and attitudes
	+ Maintains confidentiality with consumer information
	+ Demonstrates sensitivity to and an understanding of, the diverse socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of the community we serve
	+ Demonstrates ethical and trustworthy behavior
	+ To advance the employment goal of individuals in with Intellectual and developmental disabilities
	+ To advance the goals of every employer associated with Arc San Joaquin

**Education and Experience (*Necessary to perform the essential functions of the job)***

Standard: A high school diploma or equivalent

Preferred: Some college or vocational training and 1 -2 years of job related experience

# Job-related experience:

Experience working with developmentally disabled persons in a vocational setting is preferred. Working with persons with various behavioral issues, developmental disabilities, and vocational challenges, either paid or volunteered, is desired.

# Certification / Licensure

A valid California driver’s license and evidence of insurability

# Specific skills necessary to perform the key responsibilities of the job.

Reading Writing Math Language

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Weighing and/or measuring Problem Solving

Using Telephone

**Supervision received and exercised**

Receives supervision from the Vocational Services Specialist and Site Managers

**Environmental Conditions**

Indoor or outdoor environment; may be exposed to hot, cold or wet weather; may require exposure to machinery and mechanical tools.

**Physical Demands**

Essential duties may require maintaining physical condition necessary to perform physical labor. This position does not have guaranteed or set hours. The work schedule could include split shifts (as early as 5:30 a.m.), evenings, holidays, early morning, and weekend hours.

**Cognitive Demands**

Employee may be driving a passenger van with intellectually disabled consumers to the job location. Employee must be able to maintain focus, have full range of motion of neck/torso and be able to operate foot/hand controls. Must be able to remain calm in stressful environmental situations such as traffic.

**Other**

Attire requirement will be business professional and or according to environmental and safety conditions

Arc San Joaquin is an at-will employer, which means your employment may be terminated **at any time** by you or Arc San Joaquin, with or without cause or advance notice.

# Physical Demands for Job Coach

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **NEVER****0 hours** | **OCCASIONALLY****Up to 3 hours** | **FREQUENTLY****3-6 hours** | **CONSTANTLY****6-8+ hours** |
| **Sitting** |  |  |  |  |
| **Walking** |  |  |  |  |
| **Standing** |  |  |  |  |
| **Bending (neck)** |  |  |  |  |
| **Bending (waist)** |  |  |  |  |
| **Squatting 90/90** |  |  |  |  |
| **Climbing** |  |  |  |  |
| **Kneeling** |  |  |  |  |
| **Crawling** |  |  |  |  |
| **Twisting (neck)** |  |  |  |  |
| **Twisting (waist)** |  |  |  |  |
| **Athletic Stance** |  |  |  |  |
| **Simple Grasping** |  |  |  |  |
| **Power Grasping** |  |  |  |  |
| **Fine Manipulation** |  |  |  |  |
| **Pushing & Pulling** |  |  |  |  |
| **Reaching (above shoulder level)** |  |  |  |  |
| **Reaching (below shoulder level)** |  |  |  |  |
|  |  |  |  |  |
| **LIFTING** | **NEVER****0 hrs.** | **OCCASIONALLY****Up to 3 hrs.** | **FREQUENTLY****3-6 hrs.** | **CONSTANTLY****6-8+ hrs.** |
| **0 – 10 lbs.** |  |  |  |  |
| **11-25 lbs.** |  |  |  |  |
| **26 – 50 lbs.** |  |  |  |  |
| **51 – 75 lbs.** |  |  **2 person lift** |  |  |
| **76 – 100 lbs.** |  |  **2 person lift** |  |  |
| **100 + lbs.** |  |  **2 person lift** |  |  |
|  |  |  |  |  |
| **CARRYING** | **NEVER****0 hrs.** | **OCCASIONALLY****Up to 3 hrs.** | **FREQUENTLY****3-6 hrs.** | **CONSTANTLY****6-8+ hrs.** |
| **0 – 10 lbs.** |  |  |  |  |
| **11-25 lbs.** |  |  |  |  |
| **26 – 50 lbs.** |  |  |  |  |
| **51 – 75 lbs.** |  |  **2 person lift** |  |  |
| **76 – 100 lbs.** |  |  **2 person lift** |  |  |
| **100 + lbs.** |  |  **2 person lift** |  |  |

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| **Indicate if the job requires:** | **YES** | **NO** |
| **Driving cars, trucks, forklifts, buses, or other equipment** |  |  |
| **Working around equipment and machinery** |  |  |
| **Walking on uneven ground** |  |  |
| **Exposure to excessive noise** |  |  |
| **Exposure to extremes in temperature, humidity or wetness** |  |  |
| **Exposure to dust, fumes, or chemicals** |  |  |
| **Working at heights** |  |  |
| **Operation of foot controls or repetitive foot movement** |  |  |
| **Use of special visual or auditory protective equipment** |  |  |
| **Working with bio-hazards such as blood borne pathogens, sewage, hospital waste, etc** |  |  |

**Physical Demands for Job Coach - continued**

Date Implemented: 01/01/2002

Reviewed/Revised: 2/2017