



POSITION TITLE: HIRE-Ability Job Coach

REPORTS TO: HIRE-Ability COORDINATOR

STATUS: FULL-TIME or PART-TIME (NON-EXEMPT, HOURLY)

RESPONSIBILITIES:

The **Job Coach** plays a vital role in supporting individuals with intellectual and developmental disabilities in learning and improving job-related skills, fostering independence, and achieving their employment goals. This position requires a compassionate and patient individual who can provide hands-on support, guidance, and encouragement in a dynamic adult day program setting. The position may involve working in various environments, including the food truck, kitchens, community settings, offices, and participants' work sites.

Responsibilities include but will not necessarily be limited to the following:

- Assist with guidance and training to individuals as they navigate the job search process, workplace integration and ongoing employment.
- Conduct assessments to understand the skills, interests and employment goals of each participant.
- Develop an individualized employment plan for each participant, and follow-up to ensure the employment plan is successful; update plan as necessary.
- Maintain appropriate department records of participants (participant registration form, intake form and email list).
- Identify potential job opportunities and build relationships with local employers.
- Advocate for the hiring of participants in various work settings.
- Provide on-the-job training to participants, focusing on skill development, workplace etiquette and task completion.
- Offer ongoing support and encouragement to help participants adjust to their work environments.
- Be an appropriate role model. Participants will model your behavior.
- Promote community awareness and acceptance of participants in the workforce.
- Maintain excellent communication with participants' families, parents, and/or caregivers.
- Complete regular assessments of all participants and share with families, parents and/or caregivers.
- Must have a flexible schedule – which could include evenings/weekends; be prepared to work in various environments including, but not limited to kitchens and food trucks.
- Perform all other duties as assigned.
- Maintain confidentiality.

QUALIFICATIONS

- An Associates or Bachelor's degree in Special Education or Education is preferred with consideration given to candidates holding a Bachelor's degree in Special Education. Candidates with equivalent work experience will be considered. High School Diploma is required.
- Demonstrated competency and at least two years of experience in Education/Special Education or in a hands-on, direct service position with individuals with developmental disabilities.
- Special Education/Education Teacher Certification and/or Para-Professional certification preferred.
- Prior job coach experience is a plus.
- Requires level 2 background screening.
- Knowledge of varying characteristics and potential behaviors associated with developmental disabilities, and acceptance of the associated risks.
- Ability to work in an area that generally involves physical activities such as: standing; work entailing pushing and/or pulling of materials up to 50 pounds; lifting and carrying up to 35 pounds occasionally and up to 20 pounds frequently; team lifting may be required for heavier lifting; performing work which requires bending, stooping, twisting, and turning; and climbing stairs.