

JOB COACH POOL

NONEXEMPT

DESCRIPTION OF WORK

Under the supervision of a Program Coordinator, implements and provides onsite instruction and appraises client's progress. Coordinates work duties and responsibilities with site supervisors and co-workers to meet production commitments.

DUTIES AND RESPONSIBILITIES

- Provides one-on-one training to individuals placed on jobs in community.
- Maintains contact/communication with involved parties.
- Continually assesses participant's work performance and maintains required documentation.
- Adheres to established schedules to assure client coverage.
- Analyzes client training needs in relation to the proposed job requirements and designs the implements curriculum for training.
- Knowledge of job tasks to provide instruction to client.
- Instructs counsels and supervises client according to established curriculum.
- Maintains documentation of service delivery.
- Meets with sponsoring agencies, personnel, parents and other concerned parties to discuss progress of client.
- Provides continued support and follow-up.
- Performs other work related duties as required.

RECRUITMENT STANDS

Skills Abilities and General Knowledge

- Ability to recognize and use effective instruction methods and available resources.
- Communicates clearly concisely and promptly in oral and written form.
- Ability to be perceptive of client needs and to suggest methods to meet same.
- Working knowledge of rehabilitation trends.
- Working knowledge of community resources available to client and his/her family.
- Ability to maintain effective working relationships with other staff and business representatives.
- Ability to assume perform job in the absence of a supervisor.
- Able to perform the essential elements of the position.

REQUIRED CREDENTIALS

Videos:

Basic HIPPA, Blood borne Pathogens, Changing Attitudes, Credo for Support and/or Critical Crossroads, Digital 2000 MSDS/Hazard Communication, Industrial Fire Prevention, Managing Threatening Behavior, Safe at Work, Sexual Harassment, Top 10 OSHA Violations, Back on Track

Documentation:

Assurance of Confidentiality, Credentialing/Driving Report, Drivers License, CPR/First Aid, NCI, TB Screening, Emergency Contact Form, Medical Statement Form, Policies and Procedures Competencies, Community Based Vocational Training, Supported Employment Orientation

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is performed in the community and facility setting with or without accommodations. Must be able to physically perform a variety of jobs ranging from office work to manual labor requiring frequent bending stooping kneeling and lifting up to 50 pounds. Must be able to drive a car/van. Work conditions may be inside or outside with a high degree of noise levels and frequent distractions. Work hours are flexible requiring evening and night hours. Requires dealing with individuals with inappropriate behaviors.

EDUCATION AND EXPERIENCE

Minimum: High school graduate with one year of work experience. 21 years of age.

Preferred: Associate degree in mental health or an equivalent combination of education and experience preferred. 21 years of age.