FOCUS
JOB DESCRIPTION

TITLE: Job Coach

ACCOUNTABLE TO: Director of Developmental Disabilities Services or their designee.

FLSA STATUS: Non-exempt hourly

JOB SUMMARY:
This position involves assisting individuals experiencing developmental disabilities in the acquisition of work maturity skills necessary to obtain employment and independently maintain employment in the community. Job Coaches provide ongoing support to consumers working at various employment sites within the community. This support is individual-based and centered around work-related goals that focus on helping the consumer obtain the maximum level of independence within their job. Job Coaches provide the supports necessary to ensure success at future employment opportunities. Service will be provided at the consumer’s place of employment.

RESPONSIBILITIES:
• Consistently model appropriate work maturity skills and hold consumers to the same expectations.
• Uphold standards of work contract at all times, which may include finding a substitute if consumer leaves early or is absent.
• Provide services to consumers without discrimination as to race, religion, sex, age, or disabling condition.
• Monitor consumer’s work performance and provide feedback and prompts when needed.
• Provide proper documentation on all consumers’ work performance.
• Ensure safety is being maintained in the work environment at all times.
• Know and adhere to established agency policies, procedures, and childcare regulations. This includes but is not limited to:
  a) Attending agency and program orientation session with Supervisor or their designee.
  b) Completing one observation session while service is being given at the consumer’s place of employment.
  c) Able and willing to obtain a minimum of 15 hours of field related training each year.
  d) Demonstrating competency in completing all required forms, time cards, and reports.
  e) Consistently receive satisfactory performance evaluations.
• 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 FOCUS and consumer’s place of employment.
• Maintain and model positive, professional working relationships with consumers and other agency staff.

• Accept and integrate supervision. Includes, but not limited to:
  a) Following the program administrative staff instructions, directives and FOCUS procedures. Monitoring by case notes and monitoring checks.
  b) Following supervisor instruction/directions regarding service provided to consumer as monitored by case notes and supervisor evaluations.

• Provide service for consumers regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of consumers.

• Willing and able to substitute consumer service for other FOCUS Job Coaches, when needed.

• Willing and able to work with consumers with incontinence and/or personal cares, in a respectful and professional manner when necessary.

• Through work performance evaluations, demonstrate a solid working knowledge of most frequently encountered disabilities of consumers and the ability to provide specific, quality service for them.

• Attend required meetings and in-service training sessions.

• Update and upgrade skill levels by attending agency provided in-service training or other authorized training for a minimum of 15 hours of mandatory annual training. The year is based from 1 January to 31 December. All training will be prorated from the month of employment for all new Care Providers (based on 2 hours per month). Care Providers may carry over no more than eight hours of training from the previous year. These eight hours must be in excess of the 15 mandatory hours required from the previous year. The employee is responsible for providing evidence of and maintaining records of the training and the number of hours of training they attended.

MINIMUM QUALIFICATIONS:

Interpersonal:
• Must be a sensitive and mature individual who is able to relate well to adults.
• Demonstrated warmth, insight, interest, and respect for persons with disabilities.
• Able and knowledgeable to cope with emergency situations (i.e. accidents, CPR, seizures, etc.), in a calm and efficient manner.
• Able to work well in a noisy environment, and demonstrate high levels of patience and positive attitudes toward persons experiencing developmental disabilities.
• Able and willing to be a team player and to work cooperatively with their supervisor.
• Able to communicate effectively with the consumers and supervisors that they work with.

Education/Experience:
• Minimum 18 years of age and have a High School diploma or equivalent.
• Possess and maintain current CPR/1st Aid Certificate, or willing to obtain one within 30 days from date of hire.
• Possess and maintain a valid Alaska driver’s license and insured vehicle that meets minimum State of Alaska insurance requirements.
• Able to pass and provide a Background Check that meets State of Alaska requirements.
• Possess National Certificate in Employment Services or willing to obtain one within one year from date of hire.
• Prefer one year experience delivering supported employment services or direct care services either in classroom, place of employment, day care, medical, or residential settings.

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS:**

While performing the duties of this job, the Job Coach will be required to use hands and fingers to handle or feel; reach with hands and arms; speak and hear clearly. The noise level in the work environment varies low to high. The job requires the ability to walk, climb stairs, kneel, stoop, and may require employee to lift and/or move items weighing up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus. The job may require extended periods of sitting or standing. The Job Coach may be required to work long hours, and may be required to work occasional nights and/or weekends and must regularly interact with co-workers and the public.

This is not intended to be a contract and may be changed and/or updated when necessary. Your signature indicates you have read this Job Description and understand the essential functions and minimum qualifications of the job.

Job Coach has received and read the Job Coach Job Description and s/he warrants that s/he has the necessary qualifications required to perform the duties as assigned and accepts the job responsibilities.

_______________________________________________________
Job Coach Signature                                    Date

_____________________________________________________
Job Coach name: print first and last name