

POSITION TITLE: Job Coach

JOB SUMMARY: The Job Coach's job function is to help individuals with disabilities support and maintain paid employment in integrated business settings, under the direct mentorship and guidance of the Program Coordinator.

CORE RESPONSIBILITIES: The following core responsibilities are fundamental and essential functions of the Job Coach position.

- Responsible for the daily implementation of Support Plans for an assigned group of service recipients within a classroom/work area setting according to an established staffing plan/schedule.
- Work will be performed at assigned sites in the community. The Job Coach is responsible for the safety and well-being of the assigned service recipients and is required to comply with all agency standards, policies and procedures, assuring quality services are provided on a daily basis.
- Be a productive team member; promote a positive work environment regarding service recipients, co-workers, family members, customers, employers and community stakeholders with courtesy and respect.
- Responsible for providing specific services as outlined in the Individual Support Plan and cost plan for assigned service recipients and be knowledgeable of any special needs. Must keep abreast of changing needs of service recipients.
- Responsible for the supervision of assigned service recipients at all times to assure their safety and well-being and provide support and guidance in needed areas.
- Assist in the development of program curriculum schedules that are meaningful, promote independence for service recipients, develop skills for competitive employment and meet DIDDs guidelines and Easter Seal's Day Services Curriculum.
- Monitor service recipients for behavioral or medical issues and report timely. Complete incident reports and other necessary documentation timely.
- Perform the duties of Job Coach assisting service recipients in the development of workplace supports to assure the best possible opportunity for successful competitive employment.
- Provide on-going training and supports to service recipients in work ethics, conduct, and performance.
- Support service recipients in obtaining and maintaining competitive employment.
- May be responsible for transporting service recipients to and from employment sites as assigned.
- Adhere to all federal, state and local laws regarding the safe operation of motor vehicle, including the use of adaptive devices/ equipment on vehicles.
- Participate in staff team meetings and attend required staff training.
- Comply with Licensure, DIDDs and Easter Seals Policy and Procedures and Employee Handbook
- Maintain confidentiality, HIPAA requirements, and Title VI
- Uphold the Job Coach Mission Statement and sign the Job Coach Pledge.
- Maintains flexibility and commitment regarding pre-set work schedule.
- Other duties as assigned

Ensure a Person Centered, Professional Work Environment

- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, people supported, co-workers, direct reports and management.
- Ensure Person Centered practices and People First language are clearly communicated to all staff and implemented.
- Promote the professional and personal development of the employees. Model expected behaviors and serve in a mentoring role to employees.
- Ensure all written reports, letters and any other form of communication represents ESTN in a professional manner.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 50 pounds individually and 100 pounds with assistance.
- Walking, standing, bending, stooping, reaching, gripping, twisting and turning frequently.
- Sitting and kneeling occasionally.
- Must be able to speak and hear within normal range.

JOB CONTEXT: The Job Coach works predominantly in a climate-controlled home setting but may experience temperature variations/extremes when assisting with outdoor responsibilities.

JOB QUALIFICATIONS:

- High school diploma/GED
- Valid TN driver's license, with an F Endorsement, and a clean driving record is required.
- Must maintain liability auto insurance.
- Must possess effective oral and written communication abilities.
- Must maintain current CPR/First Aid certification and meet all DIDD and agency training requirements.
- Possess the ability to handle multiple tasks.