



JOB ANNOUNCEMENT

Title:	On-call Bilingual English/Spanish <u>Job Coach</u>
Reports to:	Director
SALARY:	DOE
SHIFT:	Varies
Location:	Portland

Do you like to help others? Do you enjoy the feeling of making a difference using your bilingual skills? As a Job Coach at Easterseals, you will contribute to our mission by helping minorities that speak English as a second language with disabilities reach their full career potential. You will assist individuals with transitioning into the workforce by providing career planning, coaching and support. You play an integral part in helping them discover their talents, abilities and interests. This position is on-call basis with no guarantee of minimum hours and can occasionally be on weekends.

Summary:

Performs Job Coaching services for minorities that speak English as a second language with disabilities, participants with physical, emotional and/or medical disabilities in our supported employment program. This position involves assisting individuals with disabilities in the acquisition of work to obtain employment and independently maintain employment in the community. Job Coaches provide ongoing support to participants working at various employment sites within the community. This support is individual-based and centered around work-related goals that focus on helping the participant obtain the maximum level of independence within their job. Job Coaches provide the support necessary to ensure success at future employment opportunities. Service will be provided at the participant's place of employment.

The Job Coach will spend much of their time out of the office, meeting with employers/organizations, partners and participants, and using their bilingual abilities. The Job Coach will be comfortable making presentations to individuals and groups as well as working directly with participants, employers, Oregon Vocational Rehabilitation Counselors, providers, and others working/assisting participants.

Responsibilities:

- Consistently model role-appropriate work skills and hold participants to the same expectations.
- Always uphold standards of work contract, which may include finding a substitute if participant leaves early or is absent.
- Provide services to participants without discrimination as to race, religion, sex, age, or disabling condition.
- Monitor participants work performance and provide feedback and prompts when needed.
- Provide proper documentation on all participants' work performance.
- Ensure safety is being always maintained in the work environment.
- Know and adhere to established agency policies, procedures.

This includes but is not limited to:

- a) Attending agency, company, and other organizations program orientation session with participants.
- b) Completing observation session while service is being given at the participant's place of employment.
- c) Demonstrating competency in completing all required forms, timecards, and reports.

- Contact your supervisor with as much notice as possible if ill or in the event of an emergency.
- Uphold and consistently follow program regulations and procedures carefully for Easterseals Oregon and participant's place of employment.

- Maintain and model positive, professional working relationships with participants and other agency staff.
- Accept and integrate supervision. Includes, but not limited to:
 - a) Following the program procedures
 - b) Following supervisor instruction/directions regarding service provided to participant as monitored by case notes and supervisor evaluations.
- Provide service for participants regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of participants.
- Willing and able to work with participants 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 participants and the ability to provide specific, quality service for them.
- Attend required meetings and in-service training sessions.

Minimum qualifications:

Prefer Bachelor's degree (BA/BS) in a social services field, or two or more year's related experience in the employment field working with minorities that speak English as a second language with disabilities, or equivalent combination of education and experience.

1. Must embrace the mission and philosophy of program.
2. Have excellent computer skills to accomplish duties
3. Must pass a pre-employment drug screen and must pass a criminal background check
4. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, lifestyles, and sexual orientations and treat everyone with respect and dignity.
5. Availability to work some evenings and some weekends is required
6. Must possess a current driver's license, pass a DMV background check and able to drive

APPLICATION PROCEDURE:

Qualified applicants **must** submit a resume and cover letter by e-mail as an attachment to:
 Jorge Martinez
jmartinez@or.easterseals.com

EQUAL OPPORTUNITY EMPLOYER