

**Ukiah Valley Association for Habilitation
Job Description**

Job Title: Job Coach
Department: Mayacama Industries
Salary Level: Range E
Reports To: Employment Training Specialist
FLSA Status: Nonexempt
Prepared By: Executive Director
Approved By: Board of Directors
Approved Date: 11/19/18

SUMMARY

The Job Coach is responsible for providing one-on-one job training, support and follow along services to persons served in community jobs including nights and week-ends. Support includes any and all activities required for the persons served to maintain employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop and implement direct instruction plans for persons served on work sites; maintains records including case memos and monthly progress reports; and attend meetings as needed.
2. Provide support services as needed to ensure success in getting and keeping jobs.
3. Develop and implement plans for fading from the work site and ongoing follow along.
4. Maintain regular contact with employers, employees and others as needed to ensure job retention and satisfaction.
5. Advise Employment Training Specialist of need for authorizations for additional coaching hours.
6. Assure compliance with all safety and confidentiality standards.
7. Other duties as assigned to assure the efficiency of the program.
8. Provide positive reinforcement and or positive statements at a rate of at least once per person every three minutes.
9. Align work behaviors with U.V.A.H.'s Mission, Code of Ethics and Values.
10. Notify supervisor or manager the same day if you do not get a lunch or break.

SUPERVISORY RESPONSIBILITIES

None required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's Degree (A.A.) or equivalent from two-year College in business (personnel), social services or related field or two years' work experience with people with disabilities.

LANGUAGE SKILLS

Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in English with persons served, employers and employees of organization. Ability to speak and write effectively in Spanish is highly preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CULTURAL COMPETENCY

Recognize how personal values may conflict with or accommodate the needs of diverse clients and coworkers and strive to effectively and respectfully interact with individuals served, families and caregivers, co-workers and other stakeholders from a wide range of cultures and backgrounds.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current valid Drivers License.

Possess reliable, insured transportation to complete job duties

OTHER SKILLS AND ABILITIES

1. Ability and willingness to learn and work in a variety of entry level jobs.
2. Ability to communicate in a positive and effective manner with a wide variety of people.
3. Ability to be creative in teaching methods and job modification techniques.
4. Ability to work flexible, extended hours including nights and weekends.
5. Knowledge and understanding of alternative communication and assistive technology.
6. Ability to work with a diverse population.
7. Ability to use Microsoft Word and Office.
8. Ability to work independently and as a team member, relate to individuals with disabilities and their families and represent Mayacama Employment Service in the business and community environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires frequent travel in the community between job sites. There is some time spent sitting, using a computer, using the telephone and doing paperwork; occasional meetings; some exposure to, loud noise, dust and airborne particles. While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

I have read the above described job description and understand the duties and responsibilities described therein.

Employee Signature

Date

Employee Name (printed)