

The Arc Greater Hudson Valley
JOB COACH POSITION DESCRIPTION

Program/Department: Community Pre-Voc

Date Approved Click or tap to enter a date.

Position: Job Coach

Approval Signature:

Reports to: Program Director

Designation Exempt Nonexempt
Type FT PT Relief
 Driver Nondriver

Salary Range:

Job Summary:

Provide direct support for the Think Ahead School-to-Work college program funded by Community Pre-Voc.

Expectations:

Exercise discretion and judgment while providing job coaching activities. Maintain positive work atmosphere by behaving and communicating in the manner that gets along with participants, collaterals, staff and co-workers.

Responsibilities:

1. Hands on delivery of service at DCC campus include, providing student transportation to DCC campus, volunteer site, a meeting place, and home, as need dictates. Provide support to students with completing coursework in a timely manner. Provide supervision consistent with students' safeguards so that they may develop and maintain relationships with natural supports on campus.
2. Provide students pre-vocational support that includes: following directions; multi-tasking; completing tasks; problem solving; work or community safety skills; increasing productivity; adapting to work routines; appropriate work attitudes and habits; appropriate behaviors; teamwork; being flexible; managing stress; self-advocacy; travel training; assessing work interests, productivity, and skills; and using technology to meet workplace expectations. Maintaining communication and coordination with families, houses, and other relevant supports.
3. Discuss with supervisor any modifications needed to improve service delivery, including ideas for areas of development.
4. Maintain communication with instructors, administrators and job coach supervisor in regards to progress and needed supports for students.
5. Participate in Think Ahead Open House, graduation ceremony and evening activities as determined.
6. Assist job coach supervisor with developing Job Readiness Training (JRT) summer schedule for Think Ahead students with daily activities in the community.
7. Ensure completion of all required paperwork for the program such as: daily attendance sheets, monthly documentation, annual assessments and development and maintenance of pre-vocational plans in a timely manner.
8. Turn in attendance sheets to job coach supervisor on a weekly basis for billing.
9. Maintain up to date in all trainings, including CPR/First Aid, SCIP, OPWDD Innovations and Relias.
10. Attend Life Plan meetings; review Life Plans & IPOPS. Notify job coach supervisor with any updates to Staff Action Plan goals and safeguards.

Maintain valid licenses, including driving license, certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Qualifications:

High School Diploma/GED required. Two years' experience working with individuals with developmental disabilities in a vocational setting preferred. Valid driver's license also required. Other requirements include, excellent verbal and non-verbal communication skills, interpersonal skills, organizational skills, leadership skills and record keeping skills. Must also be able to demonstrate through action and relationships within the organization a commitment to teamwork and the agency mission.

Physical Requirements:

Alternate sit/stand or walk at will. Climbing ramps/stairs. Lifting, carrying, reaching, pushing, pulling and stooping.

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

X

Signature

X

Print Name

X

Date