



JOB TITLE: Job Coach

DEPARTMENT: Alternate Employment

LOCATION: 2160 Old Selma Rd

NORMAL WORKING HOURS: Monday through Friday 7:30am-4:00pm

REPORTS TO: Alternate Employment Coordinator

POSITIONS SUPERVISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coach adults with Developmental Disabilities receiving services, individually and in groups, at their places of employment, to promote further career development, eventual acquisition of competitive integrated employment, and/or to maintain and advance in their chosen field.
2. Assist Individuals with training on job tasks.
3. Provides and facilitates assessments of individual's job performance in their desired field of employment
4. Completion of document sheets, scanning and other functions that may be required of that job.
5. Renders first aid/CPR to injured and/or seizure stricken Individuals as needed.
6. Reports the need for routine maintenance and repair of the vehicle.
7. Prepares and maintains required records and reports.
8. Other duties as related.

QUALIFICATIONS / REQUIREMENTS:

1. Strong leadership skills
2. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
3. Satisfactory Results of Local and State Records Background Check.
4. Valid Driver's license with less than 6 points
5. Ability to handle physical and emotional individuals
6. Ability to communicate effectively
7. Ability to recognize unusual or threatening conditions and take appropriate actions
8. Ability to lift up to 45 pounds

EDUCATION/TRAINING/EXPERIENCE:

1. High School Diploma/GED Required
2. 1 year experience Job coaching/ supervising individuals with disabilities preferred.

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, LICENSURE:

Maintain applicable license/certification/registration in good standing; CPR/1st Aid / Aegis training/ and Community Employment Support Professional certification.

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Maintains confidentiality
2. Maintains the chain of command
3. Demonstrates and maintains regular and reliable attendance to work
4. Is aware of and adheres to personnel manual and site rules and regulations
5. Provides accurate and timely records as required by the position.

If you would like to apply please come to 2160 Old Selma Rd, Springfield OH 45505 and fill out a paper application or apply online at www.tacind.com under careers.

Employee Signature

Date