



JOB TITLE: Job Coach

DEPARTMENT: Human Services

LOCATION: Vary

NORMAL WORKING HOURS: Vary

REPORTS TO: Alternate Employment Coordinator

POSITIONS SUPERVISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works in training, supporting and supervising individuals with disabilities in groups and individually in various skill areas focusing primarily on advancing the individual's path to integrated employment in accordance with Individual Service Plans (ISP).
2. Utilizes systematic training methods and procedures to implement IP outcomes, actions steps and service and supports; monitors and documents progress towards goals and objectives.
3. Maintains atmosphere of respect and encouragement in training programs; sets up, implements, maintains and functionally supervises task in assigned area as necessary; ensures safe and healthy environment for individuals and staff.
4. Provides assessments and input for ISP's; participates in staffing meetings and development of IP's for individuals; assists in establishing outcomes and setting up programs to accomplish objectives; prepares plans for instructional activity; obtains necessary materials and equipment for training.
5. Assists in scheduling, implementing and monitoring of primarily community-based activities, services and supports, including transporting to designated sites.
6. Attends staff meetings and IP meetings to discuss program operations or individual programming and development; performs other related duties as required.
7. Attends in-service training sessions as required; serves on various committees; promotes good public relations with stakeholders, outside agencies, and general public.
8. Monitors and processes records and reports; monitors the use of PPE's and ensure that all OSHA standards are met, if applicable.

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, AND LICENSURE:

CPR/1st Aid / Aegis training/ DODD certification, OOD certification and Community Employment Support Professional certification, if applicable.

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