



## **JOB TITLE: Support Coach**

**DEPARTMENT:** Human Services

**LOCATION:** Vary

**NORMAL WORKING HOURS:** Vary

**REPORTS TO:** Service Quality Specialist

**POSITIONS SUPERVISED:** None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Works as a team in training, supporting and supervising individuals with disabilities in groups and individually in various skill areas focusing on advancing the individual's path to integrated employment and advancing the individual's path to community connections/membership 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 facility and 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 coaching/supervising individuals with disabilities preferred.

### **POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:**

CPR/1<sup>st</sup> Aid / Aegis training/ DODD certification and OOD 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.