

POSTED: 4/6/2018

POSITION: EMPLOYMENT COACH

DEPARTMENT: Achieve Employment

HOURS: Up to 40 hours per week
(Schedule: variable – based on coaching needs)



SUMMARY:

Responsible for the development of employment opportunities for people with disabilities. Person will provide on-the-job training and job coaching, as needed. Serves as liaison between the employer and agency staff.

Essential Duties and Responsibilities include, but are not limited, to the following.

- Promote the philosophy of community integration and employment for persons with disabilities.
- Complete written task/job analysis and orientation for those individuals newly placed in community based employment.
- Provide skill training and employment coaching for individuals in community-based employment.
- Assist individuals to achieve production quotas and quality standards as established by the employer.
- Provide emergency intervention for individuals having difficulty on the job.
- Develop and provide community job shadows and informational interviews for individuals in career exploration.
- Facilitate and maintain contact with funding sources, employers, agency staff, clients and significant others regarding clients' progress towards employment goals.
- Provide case management services to include written PCP's, monthly reports, case notes, and attendance at staffings.
- Maintain accurate documentation of employment coaching and case management activities.
- Develop, implement and evaluate client goals related to employment success.
- Keep Vocational Services Manager informed of case developments.
- Establish and maintain safe work practices and procedures.
- Flexible work hours required, with possible nights and weekends.
- Follow all safety policies and procedures.

QUALIFICATIONS:

• **Education and/or Experience:**

High school diploma or equivalent; and one year related experience and/or training; or equivalent combination of education and experience.

• **Computer / Technology Skills:**

Microsoft Outlook, Word and Excel; Internet Explorer

• **Certificates, License, Registrations:**

First aid, CPR, AED certifications and Crisis Intervention Training

• **Work Environment**

While performing the duties, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud. It is largely dependent upon where clients are placed and where staff need to job coach; could be in an office setting or in a factory.

• **Transportation:**

Essential duties typically require a valid WI driver's license, a good driving record and access to an adequately insured vehicle.