

POSTED: 4/10/2019

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:**

Associate Degree and two years related experience or equivalent combination of education and experience. Bachelor's degree preferred.

• **Computer / Technology Skills:**

Microsoft Outlook, Word and Excel; Internet Explorer

• **Certificates, License, Registrations:**

First aid, CPR, AED certifications and Crisis Intervention Training will be provided.

• **Work Environment**

Dependent upon where clients are placed and where staff need to job coach (i.e. office setting, restaurant, factory, garden center, etc.).

• **Transportation:**

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