

Cantalician Center Community Services – Job Descriptions

Job Coach

SUMMARY OF DUTIES

The Job Coach provides individualized job development, work skills training and supervision to individuals receiving services (“individuals”) in a community-based work setting.

REPORTING RELATIONSHIP

Reports to Coordinator of Community Based Services.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists in developing community-based employment opportunities
- Facilitates the individual-employer interview process.
- Provides job-specific skills training for individuals.
- Requires off-site meetings with individuals during weeknights and weekends.
- Facilitates communications between individuals and the employer regarding issues of: production expectations, rules of conduct and safety.
- Assimilates individuals into work environment.
- Monitors quality and quantity of individuals’ work and maintains required caseload.
- Provides work-related instruction, as needed.
- Provides monthly follow-up services for individuals.
- Provides emergency intervention.
- Applies behavior management techniques as needed.
- Maintains documentation including but not limited to case notes, supported employment plan, incident reports, staff time sheets, in accordance with regulatory compliance and Agency expectations.
- Transports individuals receiving services.
- Acts as a liaison between day services, employers, family or care provider, Medicaid Service Coordinators, ACCES-VR, and other outside agencies.
- Represents Agency in program and information forums.
- Participates in Agency in-services.
- Consistently complies with all Agency policies and procedures.
- Participation in the development of Individualized Service Plans and directly implements the ISPs.

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- Participates in professional development and community and inter-agency committee to remain current on changing trends and program requirements.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, individuals receiving services and outside agencies.
- Respects privacy and confidentiality of people being served.
- Performs other duties as assigned.

SKILLS & ABILITIES

- High level of written and oral communication skills
- High level of interpersonal skills
- Knowledge of behavioral techniques and developmental disabilities to assist in the care of individuals receiving services
- Knowledge of computer and ability to utilize word processing programs, preferred
- Possess good time management skills
- First Aid and CPR training will be provided upon hire
- Flexibility with work schedule
- Ability to work independently as well as in conjunction with other staff members and members of the agency team.

EDUCATION & TRAINING

Preferred: Bachelor's Degree; plus two years experience in industry and/ or vocational rehabilitation.

Minimum: GED or High School Diploma and four years experience in industry and/ or vocational rehabilitation with at least one (1) year work experience with developmentally disabled adults.

AND

Valid New York State driver's license, New York automobile insurance, and a reliable motor vehicle to transport self and individuals receiving services.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand				X
Walk				X
Sit	X			
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull			X	
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms			X	
Stair climbing			X	

This job requires that weight be lifted or force be exerted.

Amount of Tim

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.		X		
Up to 25 lbs.			X	
Up to 50 lbs.				X

This job has special vision requirements. Check all that apply

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors))
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes)
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:
Ability to work under pressure and multi-task.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Work near moving mechanical				X
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	

The typical noise level for the work environment is:
 Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department Staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands 0 1-2 3-4 5-6 7 +

A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both				X	

Grasping: Firm/heavy

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both		X			