

# Job Coach

## Description

**ORGANIZATION OVERVIEW:** At Catholic Charities of the Archdiocese of Washington, your knowledge and service in areas such as immigrants and refugees, mental health, social work, employment and adult education, legal and financial services, health care, food assistance, shelter and housing, developmental disabilities and prison outreach can make a profound difference in the lives of many. Through more than 50 programs across the district and five surrounding counties, Catholic Charities is opening doors to help and hope. At CCADW, we continue to build an inclusive culture that celebrates a diverse workforce. We offer so much more than just a job. We offer careers. We take pride in our “promote from within” culture. We offer professional development, a comprehensive benefits package, a hybrid work model with both remote and in-office work, and a passion for building and motivating world class, high performing teams. Explore your career opportunity with Catholic Charities. Join us in Inspiring Hope and Building Futures.

Catholic Charities of the Archdiocese of Washington values the safety of our employees, our clients, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are up to date with your COVID vaccinations, including the booster dose or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with Catholic Charities of the Archdiocese of Washington.

**JOB SUMMARY:** The Job Coach is responsible for providing job coaching and follow-up supports to every participant referred through the Developmental Disability Administration (DDA). The Job Coach provides extensive support at the job site and in the community to include, but not limited to personal care services such as toileting and feeding, planning community vocational exploration activities, and providing all required supports to enhance participant’s achievement of their Person-Centered Plan (PCP).

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Understands and effectively implements the day-to-day operation of the volunteer program while maintaining staffing ratios as required for Community Development Services/Community Learning Services.

- Aids program participants by monitoring the participant's activities to include overseeing the participants during breaks and lunch period.
- Coordinates the arrival and departure for all participants that ride Metro Access in job club and the volunteer program.
- Transports participants in the Lifelong Learners Program (retired seniors' group), volunteer program and job club as needed to and from job-related activities in authorized Agency vehicles.
- Writes daily progress notes that clearly document the participants progress toward achievement of their Person-Centered Plan goals/objectives and provides these notes to the Employment Specialist who coordinates the participant's services.
- Documents individual's attendance in the volunteer program and job club classes, using program attendance records.
- Ensures all Agency, Program, and Policy on Reportable Incidents and Investigations (PORI) policies and procedures are followed.
- Checks in with Employment Marketing Manager daily to receive direction for the next day and meets with the Employment Marketing Manager to provide and receive feedback on performance of daily program operation.

**EDUCATION and EXPERIENCE:**

- High school diploma or equivalent. Verification of foreign equivalency required.
- One-year work experience specific to disabilities, with knowledge of case management in the field of rehabilitation.
- Must have experience with case management of consumers with Intellectual Disability and severe developmental disabilities.
- Experience in behavior management, crisis intervention, and hands off problem-solving a plus.

**SKILLS and COMPETENCIES:**

- Excellent written and verbal communication skills in the English language.
- Ability to demonstrate professional attitude and composure in all communications

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a

part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)