



Position Description

Position Title: Employment Job Coach
Reports To: Manager of Employment Services

Overview of Position: The Employment Job Coach will provide supports necessary to assist individuals with disabilities in obtaining and maintaining competitive and integrated employment. This position will work directly with people who have barriers to employment at various points on their unique path to employment including discovery, job development, ongoing job supports, and follow-along supports.

This position will assist in developing relationships with employers by using the principles of Customized Employment. Along with follow along and ongoing job supports, this position may also support people to seek new opportunities or build additional skills at their current job or seek a new employment opportunity, when appropriate.

This position is responsible for working cooperatively with people and their teams to support a person's path to employment.

Duties and Responsibilities:

- Create and utilize strategies like task analysis to help teach job tasks and related skills to employees on the job.
- Support the employee to establish a direct rapport with supervisors and co-workers in their place of employment.
- Advocate on behalf of the employee for reasonable accommodations and modifications in the workplace to support job seekers' success.
- Create and implement an individualized plan and system of fading ongoing supports from the job site, based on individual employees' stabilization on the job.
- Provide travel training, as appropriate, so that people may access the transportation necessary to gain and/or maintain employment.
- Monitor, document and evaluate employees' job performance; prepare and maintain reports and other documentation as required, including billable hours documentation; Division of Rehabilitation Services (DORS) paperwork; participate in team meetings.
- Facilitate Discovery process as needed.
- Provide supports off the job as necessary, to assist the person to maintain successful employment.
- Keep up to date on current best practices in competitive and customized employment for people with disabilities; complete continuing education and training hours as required.
- Comply with the policies and procedures of the job sites at all times.
- Provide accurate documentation of attendance and support provided, per most recent requirements of Developmental Disabilities Administration (DDA) or Division of Rehabilitation Services (DORS).
- Communicate effectively, professionally and in a timely manner with the person in services, supervisor, employer, families, team members and other stakeholders.
- Promptly and actively participate in required training and professional development opportunities.
- Promote person centered thinking and self-advocacy on all levels.
- Demonstrate a strong understanding and dedication to Ardmore's mission and Employment First philosophy.

- Perform all other duties as assigned that are necessary to fulfill the mission of Ardmore.

Knowledge, Skills & Abilities

- Must become knowledgeable and provide leadership related to Employment First, Customized Employment and Person-Centered Thinking practices and principles.
- High School diploma (or General Equivalency) required with some college experience preferred.
- Experience working with individuals with developmental and intellectual disabilities is preferred.
- Experience in a customer service role a plus.
- Must believe everyone, including those with the most significant disabilities, can work.
- Must have a valid driver's license and daily access to reliable transportation, as necessary, to fulfill the duties and responsibilities of the position. Position is community based with minimal office time. Requires daily travel throughout assignment region. Will be required to use personal vehicle for transportation of people supported.
- Must have excellent time management and customer service skills.
- Must be confident and comfortable working in the field independently, and in a variety of different settings.
- Must be available to work 40-hour work weeks. This position requires a willingness and ability to work flexible hours, including evenings and weekends, as necessary.
- Must become knowledgeable of digital document formats for program data keeping such as Therap.
- Ability to work both independently and as part of a team.
- Must possess strong verbal and written communication skills.

Required Conditions of Employment

- Must be able to complete Acre Training within the first year of employment
- Must be able to obtain CESP certification within first year of employment
- Must be able to lift and/or move up to 50 pounds.
- Must be able to bend, crouch, stoop and/or kneel.
- Must be able to push, assist and transfer the weight of an average adult in and out of a wheelchair.
- Must be able to stand for periods up to 3 hours in duration.
- Must be ready to work hours that match people's work hours which may include evenings, early mornings and weekends.
- Must possess a good driving record.
- Must possess access to a reliable vehicle to transport people who Ardmore supports.
- Must meet eligibility for employment in the United States. (Provide appropriate I-9 documentation on first day of employment).
- Must have a clean criminal history record.
- Must be able to pass a drug screening.
- Must be or willing to become: Medication Certified in MD, CPR and First Aid certified.
- Must be able to meet competencies related to required trainings such as ACRE Customized Employment Training, and others identified.