

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: SUPPORTED EMPLOYMENT JOB COACH

General Description of Duties:

Provide program leadership and direction for the coordination and implementation of supported employment services. Exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Workforce development; training; job coaching; job placement; management; supervision; counseling; assisting individuals with disabilities to achieve vocational goals or experience in other activities related to competitive integrated employment environments; Exceptional interpersonal and problem solving skills; must have access to reliable transportation for frequent time spend off-site; Work with limited supervision

Certification/License: Annual TB Skin Test, valid Driver's License, Auto Insurance, pass and maintain background checks

Education: High School Diploma

Experience: At least three years of paid or unpaid experience in workforce development/assisting adults with disabilities

Qualifications Preferred:

Knowledge, Skills, Abilities: Extensive knowledge of or experience working with individuals with developmental disabilities.

Education: Bachelor's Degree in a field of study reasonably related to: counseling, social work, psychology, disability studies, business administration, public/nonprofit administration, human services, special education, supported employment, or another field that reasonably prepares individuals to work with clients and employer

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

- Initiate, develop, and maintain business relationships with local employers to provide employment opportunities for client referrals.
- Provide job preparedness and skills training to individuals with disabilities in the areas of job applications, resume development, phone etiquette, transportation planning, interview skills, and job search methods.
- Write detailed client objectives in order to develop a written plan to assist referrals in identifying and removing barriers that would interfere with successfully obtaining and maintaining community employment.
- Maintain regular contact with clients and/or guardians, assess client progress, and coordinate necessary support services.
- Provide follow-up and retention support services to clients and employers during employment.
- Maintain confidentiality of client and employer information, as well as case file documentation including progress notes, services plans, progress reports, and final reports.
- Complete program billing and generate program evaluation data as needed.
- Represent Opportunities, Inc. at local business networking events and provide community outreach to promote workplace diversity and development activities.
- Provide individual counseling and crisis intervention for clients as needed.
- Maintain current knowledge of job market trends in Texarkana and surrounding areas.
- Develop and implement goals, objectives, and evaluation tools for the Community Employment Services.
- Supervise and train job coach personnel, as well as, serve as back-up for job coach personnel as needed.
- Perform other relevant duties as assigned
- Attend new employee orientation and annual training.
- Follow directions of supervisor, performing other duties as assigned.
- Participate in training, in-services, conferences, and seminars as requested.

Physical Requirements:

Communication - English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 2-3 hours consecutively

Standing 1-2 hours consecutively

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

Responsible to: Chief Operating/Compliance Officer

Supervision of: Job Coaches

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date