



## Opportunities, Inc.

<b>Job Title:</b>	Opplnc Enterprises Job Coach	<b>Department:</b>	Adult Services
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	Limited
<b>Classification:</b>	Non-exempt	<b>Position Type:</b>	Part-time

### Job Description

#### SUMMARY

The Opplnc. Enterprises Job Coach uses structured techniques to assist individuals with disabilities to learn and accurately carry out their job duties. Job Coaches provide on-the-job training and support the individual to adjust to their chosen work environment. With this support, individuals become independent employees that can maintain employment.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma/GED
- Vocational Rehabilitation experience and/or previous experience working with individuals with developmental disabilities

#### Certifications/Licenses:

- Valid driver's license and current insurance
- CPR/First Aid Certification
- TB Skin Test upon hire

#### Required Skills/Abilities:

- Computer Proficient
  - Basic navigational skills for Windows operating system
  - Ability to write and send professional emails in Microsoft Outlook
  - Basic use of Microsoft Word and Excel
- Excellent interpersonal skills
- Exceptional planning and organizational skills
- Effective problem-solving skills
- Ability to remain calm in stressful situations
- Ability to teach good work habits and social skills to individuals with developmental disabilities.

#### MAJOR RESPONSIBILITIES AND DUTIES

- Treats all clients with dignity and respect, assures confidentiality.
- Guides clients in learning to complete job tasks.
- Advises on workplace accommodations for individuals with disabilities.
- Helps the individual develop his or her own system for organizing and remembering the job so that support can be reduced, as appropriate.
- Monitors and evaluates progress of clients.
- Implements fading techniques by gradually withdrawing support, as appropriate.
- Keeps required records and documentation and prepares appropriate reports.
- Responsible for the safety and well-being of the assigned clients and complies with all agency standards, policies and procedures, assuring quality services are provided.
- Promotes a positive work environment.
- Teaches and stimulates adults with intellectual disabilities to learn and develop work skills while assisting in accomplishing production goals.
- Creates a positive work environment that enhances the clients' sense of independence and self-worth while adhering to Opportunities, Inc.'s Policies and Procedures.
- Enhances clients' sense of independence and self-worth while achieving production goals.

- Monitors clients for behavioral or medical issues and reports timely. Completes incident reports and other necessary documentation timely.
- Provides on-going training and supports to clients in work ethics, conduct, and performance.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).
- Perform any other related duties as required or assigned.

**PHYSICAL REQUIREMENTS**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 10 pounds at times.

**Supervisory responsibilities:** None

**Reports to:** Business Services Enterprise Manager

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:	Sherry Young	Date:	7/31/2020