

JOB DESCRIPTION

- Position:** Employment Coach
- Location:** Marie Mills Center Facility and Community Based Work Sites
- Status:** Hourly/Non-Exempt
- Job Summary:** As a part of the disabled individual's *Support Team*, the Employment Coach will engage in *Pre-Employment Activities* necessary for the employability of disabled clients of Marie Mills Center and implement strategies for *Maintaining Employment Opportunities* of Marie Mills Center Clients in the employment setting.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. **Support Team Responsibilities**
 - a) The Employment Coach is a member of the individual's Support Team which consists of those that play a role in the life of the individual.
 - b) The Employment Coach will attend Support Team meetings of the individual as needed.
 - b) The Employment Coach will maintain awareness of Support Team goals for the individual; in particular those related to employment and play a lead role in implementation of and achieving employment related goals.
2. **Employment Coaching Activities:**
 - a) The Employment Coach will work with Employment team to provide supports to individuals to maintain employment opportunities.
 - b) The Employment Coach will support individuals in learning skills needed to obtain and maintain employment opportunities.
 - c) The Employment Coach will support individuals and employers with work related communication and assist with coordinating with the individuals care providers and families as needed.
 - d) The Employment Coach will work with related agencies (OVRs, TFCC, Brokerages) as needed to successfully implement job coaching activities.
 - e) The Employment Coach will actively assist the individual with the employment application, interview, and placement process.
3. **Pre-Employment Activities:**
 - a) The Employment Coach will assist in pre-employment assessment processes for individuals as needed.
 - b) The Employment Coach may provide Job Discovery services for individuals as needed.
 - c) The Employment Coach will provide job readiness preparation and training activities with individuals as needed.

- d) The Employment Coach will work with related agencies (OVRD, TFCC, Brokerages) as needed to successfully implement pre-employment activities for individuals.
4. **Maintaining Employment Opportunities:**
- a) The Employment Coach will provide ongoing monitoring of the individual placed into employment and may spend time at the employment site supporting the individual to assure that employer standards are met.
- b) The Employment Coach will be the primary contact with the employer and individual placed into the job and will problem solve issues that may arise, assess progress on the job, and will help identify and implement necessary supports or strategies.
- c) As needed, the Employment Coach will communicate with others involved in the individual's life to assure consistency and coordination between work and home, which is critical for a successful employment outcome.
- c) As needed, the Employment Coach will provide job coaching/training at the worksite for the individual. This may include counseling the individual on issues and needs that arise in the workplace.
5. **Record-Keeping Responsibilities:**
- a) The Employment Coach will perform basic record keeping responsibilities such as individual case notes and other documentation requirements related to the individual. The majority of these responsibilities will occur via the agency data base program.

MINIMUM REQUIREMENTS:

1. **Knowledge:** Must have a working knowledge of the community employment base, the vocational needs of the intellectually and developmentally disabled.
2. **Skills:**
 - Must have excellent organization, paperwork and communication skills.
 - Must be skilled at assessing and analyzing diverse situations and individuals.
 - Must be skilled at creative problem solving as situations arise.
 - Must have good marketing skills with the ability to successfully interact with the business community, employers, and the community at large to achieve desired outcomes.
 - Must have basic PC skills and be able to work with data base and related programs.
3. **Appropriate Values:** Must be able to model a high quality of values and goals based upon typical community standards and be a positive ambassador for Marie Mills Center.
4. **Transportation Requirements:** Must have own transportation, valid auto insurance, acceptable driving record, and a willingness to use own vehicle for work purposes as needed.
5. **Telephone Requirements:** Must maintain a telephone service and be able to be reached for emergencies.
6. **Work Schedule Requirements:** Must be able to work a variable schedule when needed.
7. **Physical Standards Requirements:** Must be able to perform basic physical activities including but not limited to lifting, bending, pushing and pulling. This position does not require heavy

physical abilities.

8. **Supervision Requirements:** This position will not supervise other agency staff but requires the individual to work both effectively as a member of a team as well as independently in the field.
9. **Certification Requirements:** Must obtain and maintain required certifications such as CPR/First Aid and related Job Development certifications.
10. **Criminal History Check Requirements:** Upon hire the Employment Coach must be cleared for employment through the State Criminal History Check process and must meet State criminal history requirements thereafter.
11. **Pre-Employment Drug and Alcohol Testing Requirements:** Must pass Pre-Employment Drug and Alcohol screening.
12. **Education/Prior Experience Requirements:** Must be at least a high school graduate or have a GED. Position requires the individual to have a successful background in public relations, and marketing with prior experience working with the disabled.

Reports To: The Employment Coach will report to the Assistant Director

I have reviewed and understand my job description:

Staff Signature

Date