

JOB TITLE: Employment Coach
DEPARTMENT: Vocational
JOB RELATIONSHIPS
DEPARTMENT HEAD: Vocational Program Director
Overseen/SUPERVISED BY:
DIRECTLY Supervises/OVERSEES: Client Employment Services Coordinator
STATUS: Hourly/Non-Exempt

POSITION 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.

QUALIFICATIONS

A. EDUCATION AND EXPERIENCE

1. A minimum of a high school diploma, GED, or suitable combination of education and experience.
2. A successful background in public relations & marketing with prior experience working with people with disabilities.

B. KNOWLEDGE, SKILLS, ABILITIES

1. Working knowledge of the community employment base.
2. Working knowledge of vocational needs of IDD individuals.
3. Excellent organization, paperwork, and communication skills.
4. Ability to assess and analyze diverse situations and individuals.
5. Skilled in creative problem solving as situations arise.
6. Good marketing skills with the ability to successfully interact with the business community, employers, and the community at large to achieve desired outcomes.
7. Have basic PC skills and be able to work with database and related programs.

C. OTHER

1. Be able to pass Criminal History Check.
2. Be able to pass the pre-employment drug testing.
3. Have valid ODL and auto insurance with good driving record.
4. Be able to pass functional capacity testing standards with or without accommodation.
5. Be at least 18 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. SUPPORT TEAM RESPONSIBILITIES

1. Participate as a member of the individual's Support Team which consists of those that play a role in the life of the individual.
2. Will attend Support Team meetings of the individual as needed.
3. 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.

B. **EMPLOYMENT COACHING ACTIVITIES**

1. Will work with Employment team to provide supports to individuals to maintain employment opportunities.
2. Will support individuals in learning skills needed to obtain and maintain employment opportunities.
3. Will support individuals and employers with work related communication and assist with coordinating with the individuals care providers and families as needed.
4. Will work with related agencies (OVRD, TFCC, Brokerages) as needed to successfully implement job coaching activities.
5. Will actively assist the individual with the employment application, interview, and placement process.

C. **PRE-EMPLOYMENT ACTIVITIES**

1. Will perform regular reporting activities including but not limited to: social security reporting, submission of workers comp. claims, annual OSHA postings/reports, employment reports, and other reporting as requested.
2. As needed, may provide Job Discovery services for individuals.
3. Will provide job readiness preparation and training activities with individuals as needed.
4. Will work with related agencies (OVRD, TFCC, Brokerages) as needed to successfully implement pre-employment activities for individuals.

D. **MAINTAINING EMPLOYMENT OPPORTUNITIES**

1. 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.
2. Will be the primary contact with the employer and individual placed into the job and will contact the Employment Services Coordinator to help problem solve issues that may arise, assess progress on the job, and will help identify and implement necessary supports or strategies.
3. 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, as needed.
4. 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, as needed.

E. **RECORDS-KEEPING RESPONSIBILITIES**

1. Will perform basic recordkeeping responsibilities such as individual case notes and other documentation requirements related to the individual.

F. **OTHER DUTIES**

1. Other special projects as requested.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

A. **APPROPRIATE VALUES**

1. 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.

B. **TRANSPORTATION REQUIREMENTS**

1. Have own transportation, valid auto insurance, acceptable driving record, and a willingness to use own vehicle for work purposes as needed.

C. **TELEPHONE REQUIREMENTS**

1. Maintain a telephone service and be able to be reached for emergencies.

D. **WORK SCHEDULE REQUIREMENTS**

1. Be able to work a variable schedule when needed.

E. **PHYSICAL STANDARDS REQUIREMENTS**

1. 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.

F. **SUPERVISION REQUIREMENTS**

1. Will not be supervising other agency staff but requires the individual to work both effectively as a member of a team as well as independently in the field.

G. **CERTIFICATION REQUIREMENTS**

1. Be able to obtain and maintain required certifications such as CPR/First Aid and related Job Development certifications.

JOB CONTACTS

1. Primary job contacts will be with agency administration and management.
2. Contacts across agency programs in support of employees as requested.
3. Contacts with various outside parties for needs relevant to this position.
Examples include but are not limited to: Employers, other community contacts.
4. Contacts with those served by Marie Mills Center and family members/care providers as requested.
5. Other contacts for special projects as requested.

WORKING CONDITIONS

1. A fast-paced, meticulous and deadline driven position.
2. Occasional travel required locally to various agency service sites as needed.
3. Occasional local travel in support of agency as needed.
4. Occasional overtime.
5. As needed, occasional travel outside of Tillamook County (example – training)
6. Occasional agency events after traditional work hours/days.

Signature

Date