



Job Coach

Job Description: As the Job Coach, it is your goal to provide an opportunity for the participant to obtain a job in the community or onsite at Promise Ranch. We want to create a person-centered approach to this process and invest in the participant to make sure the type of employment they are applying for is within their interest and skill set. It is a goal for the Job Coach to communicate the job search process thoroughly with all parties involved and support the participant in their employment position once the job is attained. Support is defined as modifying tasks to match the participants needs, advocating for the participant to the employer (in some cases the Employer will be Promise Ranch) to make sure they are being treated equally as an employee and modeling tasks for the participant so they can be successful in their duties.

Compensation: \$17/hr.-\$20/hr.

Reports to: Employment Services Coordinator

Requirements:

- Employee must maintain current certifications in the following; CPR, First aid, Universal Precautions, Defensive Driving, HIPAA, MANE, Incident Reporting, Right of the Individuals
- Employee must hold a valid driver's license and be at least 18 years of age
- Employee must pass a criminal background check
- Employee must pass a Motor Vehicle Record check
- Employee must have a minimum of a High School Diploma
- Employee must have applicable previous experience working with an at-risk population (disabled, elderly, children, etc)
- Employee must respond well under pressure and be able to act swiftly and responsibly to a variety of situations, while maintaining the highest quality of care and ensuring health and safety is top priority
- Employee must have strong verbal communication skills and the ability to manage conflicts and challenging behaviors in a professional manner.
- Employee must have excellent written communication skills (professional and grammatically correct)
- Once Job-Coach obtains an ACRE certification they are eligible for a wage increase. ACRE certification will be a state requirement by 2024 (SB 18-145)

Job Coaching Specific Duties

- Attend orientation for employment site with participant.
- Support participant on the job and model tasks required.
- Modify tasks required as needed to meet the participants abilities.
- Communicate with the employer and check in as needed to ensure they are happy with the participants work and progress.
- Begin to back away and allow the participant to become independent in the tasks required (this is the entire goal of this service, more hours on the front end, less as they gain a routine and skill set for the required duties).
- Communicate well with all parties involved (participant, families, advocates, Promise Ranch, DVR Counselors, employer, etc.) to give a realistic support level for the participant in their workplace long term.
- Provide thorough notes in software program each time you work with participant (make sure to specify the date, hours, and notes about what you and the participant did during this time).
- Promise Ranch will communicate to the job coach the hours allotted to work with the participant weekly/monthly. The job coach ensures they are staying within those hours and communicates regularly with the supervisor if they need any additional hours to complete job tasks.

Send letter of interest and resume to Josh@prtr.org