

## Job Coach Job Description

### Job Summary:

- 1) Perform task analysis of specific job duties at community job sites and in-house prevocational training activities
  - a) Visit job site; observe environment; identify major tasks for each job; break tasks down to small increments
  - b) Manage simulated and practice work tasks and gather data to help develop work goals and accommodations.
- 2) Monitor and document general employability skills of students at work sites
 

a) Attendance	e) Behavior
b) Punctuality (including return from breaks)	f) Accuracy of task completion
c) Appearance and hygiene	g) Pace of task completion
d) Attitude	
- 3) Use strong observational skills to determine students' needs performing work tasks and direct training of students.
  - a) Use task analysis: pictures, cues and prompts
  - b) Use creativity and resourcefulness to identify new ways to assist trainees with learning new job skills
  - c) Determine how much assistance is required for each student trainee for the task at hand
  - d) Identify and build natural supports at job sites
- 4) Liaison between school and business
  - a) Obtain and share information with trainees and business
  - b) Build relationships with the business and obtain information regarding the progress of the student workers
  - c) Use strong communication skills to engage students and obtain feedback from students and co-workers (business)
- 5) Public Relations at the worksite
  - a) Dress professionally and conduct oneself in a professional manner
  - b) Develop business relationship with the supervisor and coworkers at the worksite
  - c) Remind business of school calendar and non-work days
- 6) Travel training (teaching students how to read a schedule and train how to ride public transportation and pedestrian safety) when needed

### Supervision:

- Supervised by: Vocational Director, Occupational Therapist
- Works closely with: Occupational Therapists, Physical Therapist, Speech/Language Pathologists, Teachers & volunteers

### Job Qualifications:

- Preferred: minimum two year Associate's Degree
- Desired: Experience working with individuals with Autism and experience job coaching.
- Knowledge of First Aid, CPR (preferred), experience with picture communication system and data collection.

### Equipment/Tools/Work-Aids:

- All the equipment, tools, and work-aids of the classroom including, but not limited to, office machinery, iPads/iPods and personal computers, and various other educational technology.

### Working Conditions:

- Subject to normal working conditions with adequate lighting and ventilation

### Physical Requirements:

- The physical demand frequencies identified for the following functions are an approximation of time required to perform the essential functions/duties of the position. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions of the position.

#### Function

Standing and walking  
Sitting  
Hand and finger dexterity  
Reaching with Arms and Hands  
Normal Vision requirement  
Talking and Hearing  
Lifting:  
Up to 30 to 50 pounds  
Pushing/pulling  
Bending/stooping

#### Frequency

More than 80%  
More than 25%  
More than 75%  
More than 80%  
Normal with corrective lens  
More than 90%  
Occasionally  
Occasionally  
Frequently

**This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.**