



Job Description

POSITION:	Job Coach	SUPERVISOR:	Employment Consultant
FLSA STATUS:	Hourly/Non-Exempt		

The purpose of this job description is to provide a guide by which you and the management of Washington Vocational Services measure your progress and ability to meet our commitment.

The following should be considered an outline of your responsibilities and duties as an employee of Washington Vocational Services not a detailed description of how all tasks should be completed.

POSITION SUMMARY

The Job Coach works in cooperation with an Employment Consultant to assist individuals with disabilities, by providing vocational rehabilitation services. The Job Coach is responsible for assisting customers with the job search process, providing on-site job coaching/training for customer, maintaining accurate case files and timesheets by recording all activities and time spent in job-related activities, and maintaining good working relationships with customers, families, care providers, employers and referral sources.

ESSENTIAL FUNCTIONS

- Provide job coaching and employment services to individual with disabilities.
- Promote person centered and participant empowered vocational philosophy in every aspect of the vocational services.
- Assist customer in skills building.
- Promote appropriate job leads working in conjunction with the Employment Consultant.
- Perform job and/or task analysis.
- Provide on site job coaching and training for customer which promotes independence.
- Maintain extensive records that include report writing, time sheets, case notes, and scheduling of appointments.
- Establish and foster good communication with customers and the community.
- Other duties as assigned.

AREAS OF RESPONSIBILITY

- Establish good working relationship with other team members.
- Foster positive communications and relationships with all employees, members of management, vendors and clients.
- Keep up to date on industry trends and developments.
- Adhere to company policies and procedures.
- Actively participate in and conduct meetings as requested.
- Flexible in working hours, and able to work nights and weekends.

QUALIFICATIONS

- High School Diploma or GED
- Minimum one year education or experience preferred.
- Demonstrated excellent oral and written communication skills as well as creative thinking and problem solving skills.
- Must be flexible to work nights and weekends is required.



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- First Aid/CPR Certification required.
- Proficient in American Sign Language helpful.
- Able to work independently and creatively.
- Excellent organizational and time management skills.
- Able and willing to learn in both formal and informal settings.
- Must understand and demonstrate the importance of ethical considerations in the field of human services.
- Able to meet requirements for approval to work with persons who have disabilities by Washington State Patrol and by the Department of Social and Health Services.
- Ability to pass Washington State Background check, SDHS background check or others as required by funding source.
- Possess and maintain current Driver's license and retain auto insurance as law requires.
- Able to provide own transportation.

PHYSICAL REQUIREMENTS

- Frequent standing, walking and sitting and driving.
- Pushing, pulling, crouching and reaching as required.
- Occasional lifting and carrying up to 25 pounds.
- Must be able to work at computer or desk area for extended periods of time.
- May work in various office environments depending on the job site.

Employees of Washington Vocational Services are expected to maintain a professional image and attitude consistent with Company vision, mission and objectives. Employment with Washington Vocational Services will be in accordance with our "At-Will" policy. This means that just as you may leave your position with the Company at any time the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.

I acknowledge receipt of this job description.

Employee Signature

Date

Employee Name (Printed)

Washington Vocational Services is an equal opportunity employer.