



Job Description

POSITION:	Transition Coach- ATTIC Program	SUPERVISOR:	ATTIC Instructors/Program Manager
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 Transition Coach works in cooperation and under the direction of the ATTIC Instructors and Program Manager to assist students with disabilities as they transition from high school to work. Transition Coaches provide classroom and on-site coaching and training for students in group settings and one on one.

ESSENTIAL FUNCTIONS

- Provide coaching in the classroom and the community.
- Promote person centered and student empowered vocational philosophy in every aspect of the vocational services.
- Assist customer inskills building.
- Promote appropriate job leads working in conjunction with the Instructors.
- Perform job and/or task analysis.
- Provide on-site job coaching and training for students which promote a growing independence.
- Maintain extensive records that include report writing, time sheets, case notes, and scheduling of appointments.
- Establish and foster good communication with Instructors, customers, and the community.
- Accompany and/or train students on public transportation.
- Support students with toileting needs as needed.
- 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.

QUALIFICATIONS

- High School Diploma and one (1) year experience or education in business, training staff, leading groups or teaching.
- Demonstrated excellent oral and written communication skills as well as creative thinking and problem solving skills.
- First Aid/CPR Certification required.
- Bi-Lingual in Spanish and English is desired.



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- Proficient in American Sign Language helpful.
- Ability 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.
- 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.
- Ability 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 50 pounds.
- May assist clients with toileting needs.
- Office environment is well-lit, well-equipped with noise levels low to moderate.
- May work in 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.