

**Workforce Connections, Inc.**  
**EMPLOYMENT COORDINATOR - JOB COACH**  
**Position Description**

**GENERAL DESCRIPTION:** The Job Coach will be responsible for conducting training on the job, in the naturally occurring environment, or other community based locations with individuals with disabilities. Work assignments will be based on program and client need. Work is temporary and intermittent. The particular skills being trained will vary depending upon the particular purpose of each individual's training. Total training time varies depending upon the skill being trained and the individual's skills and abilities.

**MINIMUM QUALIFICATIONS:** Prefer Bachelor's degree in Vocational Rehabilitation, teaching certification or two to five years experience in working with individuals with developmental disabilities, mental illness or head injuries. Knowledge of behavior modification and techniques and ability to conduct a task analysis; ability to develop appropriate teaching aids and suggest accommodations or assisting devices; understanding of independent living skills and/or competitive work standards with employer perspectives and expectations; willingness and ability to train a variety of skills in varied environments, with different physical demands; patience, reliability, problem solving ability, as well as diplomacy and negotiation skills. Willingness to accommodate a flexible work schedule (on occasion, it may be necessary to work on a weekend or in the evening). Excellent oral and written communication skills; ability to interact professionally with a wide variety of individuals. Computer skills using Windows and Microsoft Office Suite required.

**I. DIRECT CUSTOMER CONTACT**

- Performs one to one training functions with clients.
- Uses a variety of teaching strategies to help client learn particular tasks.
- May conduct a task analysis, arranging all tasks into sequential teachable components.
- In a work setting: (1) monitors and teaches work related skills and behaviors such as appropriate communication, on-task behavior, grooming, appropriate social interactions; (2) identifies employer or consumer concerns and tries to resolve potential problems without intruding on the employer/supervisor relationship; and (3) ensure that task is completed according to the standard established for that task.
- May conduct travel training and/or site duties to maintain client's job (e.g., purchase clothing, equipment, and personal schedule).
- Provide training in skill(s) identified in the client's training plan, based on assessments done by Coordinator or DVR counselor.
- Provide clients with satisfaction surveys on a regular basis to be determined by the individual's plan.
- Represent Workforce Connections, Inc. in a courteous and professional manner at all times.

**II. REPORTING AND RECORDING**

- Reports regularly to supervisor on client's progress.
- Complete and submit all required reporting forms, including hours worked in a timely manner.

- May participate in staffing with referral counselor or other professionals providing services to clients.
- Adhere to company policies.

**III. OTHER DUTIES AS ASSIGNED**

- Perform other job related duties as assigned.

**V. PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS**

Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing.

Lifting of objects up to 20 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**VI. ENVIRONMENTAL CONDITIONS**

Depends wholly on the setting in which the training is to take place. Each has a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting and ground surfaces. Depends on training site and skill being trained: standing, sitting, bending, stooping, lifting, grasping and stretching. Visual skills. Vehicle travel.

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Employee Signature

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Date

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Supervisor Signature

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Date

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Executive Director Signature

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Date