

**JOB DESCRIPTION:** Job Coach - PT

**POSITION LEVEL:** Para - Professional

**QUALIFICATIONS:** High school diploma or its equivalent. Experience in working with individuals with developmental disabilities, preferably in community programming. Ability to work effectively and in a professional manner with clients, parents/guardians, other service providers, employers, other staff, etc. Must have a car and a flexible schedule.

**REPORTING SUPERVISOR:** Community Employment Coordinator

**POSITIONS SUPERVISED:** None

**PAY RANGE:** \$9.93/hour - \$13.28/hour

**GENERAL DUTIES:** Assist Community Employment Program in providing needed vocational support for participants.

\*Denotes essential job function.

**SPECIFIC DUTIES:**

- \* 1 Provide on-site supervision, as planned by Supported Employment program.
- \* 2 Quality check work completed by participants.
- \* 3 Identify changes in the participants and report this to the Supported Employment Coordinator and Case Manager.
- \* 4 Implement data collection procedures in accordance with the Supported Employment program.
- \* 5 Maintain positive working relationships with job site personnel.
- \* 6 Provide training and guidance in job-related skills (e.g. mobility, personal care/grooming, general community functioning, transportation, etc.)
- \* 7 Participate in job-related training and staff meetings.
- 8 Assume additional duties as directed by the Coordinator of Community Employment.

**PHYSICAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:**

- 1. Skill in communicating in spoken conversation - adequate volume speech.
- 2. Skill in writing/reading.

3. Skill in mathematics.
4. Normal hearing required for conversation, telephone use, and emergency information systems.
5. Visual acuity, depth perception, and field of vision within normal range.
6. Accurate color vision.
7. Must be able to move safely about work area.
8. Must be ambulatory on all surfaces and situations.
9. Must be able to lift up to 20 lbs.
10. Must be able to stand at least 8 hours per day and sit at least 1 hour per day.
11. Must be able to carry up to 20 lbs.
12. Must be able to push/pull up to 20 lbs.
13. Must have bilateral use of hands for single grasp and release tasks.
14. Must have bilateral use of hands for fine manipulation.
15. Must be able to reach below shoulders.
16. Must be able to reach above shoulders.
17. Must have full active range of motion of all extremities.
18. Must be able to climb steps and ramps occasionally.
19. Must be able to bend/squat/twist/kneel occasionally.
20. Must be authorized for coverage under agency insurance if operating agency vehicle. Must have good driving record, valid Wisconsin driver's license, and/or required level or personal auto insurance.
21. Must be able to perceive size, discrimination, temperature, shapes, and/or textures.
22. Must be able to physically transfer client from a wheelchair in a safe manner with or without an accommodation.
23. Must have the physical stamina to work at least 10 hours per day.
24. Must be able to tolerate heat and humidity.

**EMOTIONAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:**

1. Must be able to change routine in a positive manner.

2. Must be able to follow through on assignments independently.
3. Must have good organizational skills.
4. Work output must be at a competitive level.
5. Must be able to solve problems as they arise.
6. Must have stable work behaviors on a daily basis.
7. Must have adequate individual coping skills.
8. Must be able to maintain good work attendance.
9. Must be able to participate in decision making.
10. Must be able to respond appropriately to emergency situations.
11. Must be able to exercise good judgment in an effort to maintain a safe work environment.

**APPAREL:**

Attire appropriate to program and in compliance with agency dress policies.

**CONFIDENTIALITY STATEMENT:**

I acknowledge the receipt of a copy of the Client Bill of Rights and understand that persons receiving services (participants) at RCS are protected under these rights. I further understand that I am **not** to discuss issues concerning RCS participants working at RCS as this information is confidential and cannot be released per state law.

I am also aware that violation of participants' rights, which includes breach of confidentiality, will result in my services no longer being needed by RCS and could result in criminal and civil liabilities.

I acknowledge the receipt of and agree to abide by the Code of Ethics policy.

Further, I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date