

COMMUNITY OPTIONS INC. (COI)
JOB DESCRIPTION
DSP II - JOB COACH

PURPOSE OF THE JOB:

To provide assistance and training to adults with developmental disabilities to help them to achieve more meaningful, productive employment and/or activities in accordance with COI value statements.

QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Colorado driver's license and driving record acceptable to agency insurance company.
3. Acceptable criminal background check.
4. One year minimum experience working with persons with people with developmental disabilities or related field preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Placement Responsibilities

1. Complete skills evaluation prior to job application. Work with staff and employers to make plans necessary for a person to obtain, train for and retain a job.
2. Assist client to complete Division for Vocational Rehabilitation (DVR) application and work with DVR staff to ensure appropriate support.
3. When an appropriate position becomes available, approach the employer and ask to have the client given consideration for the position.
4. If the client is chosen for the position, become familiar with the job requirements and complete a task analysis.
5. Along with the employer, train the client, following the task analysis, to perform the job to the employer's requirements. Includes developing natural supports and peer supports whenever possible.
6. Assist the employer and employee to communicate with each other.
7. Assist the employee with job related problems.
8. Contact employee and employer at regular intervals to ensure continued communication.
9. Continue to act as liaison with DVR as needed.
10. Must be flexible as job coaching requires working in a variety of locations and environments as well as in varying hours while training clients on location. Hours may include evenings and weekends.

Programmatic & Documentation Responsibilities

1. Prepare assessments for Service Plan (SP) meetings which are of good quality and submitted in a timely manner.
2. Develop, write and implement goals and objectives for assigned persons.
3. Carry out and monitor progress of Individual Plans.
4. Maintain records of all contacts.
5. Report periodically on the status of all placements.
6. Maintain all required paperwork in an orderly manner.

Client Supervision Responsibilities

1. Attend required staffings, meetings and satisfactorily complete required in-services.
2. Requisition needed supplies and materials.
3. Complete employee time sheets accurately and in a timely manner.
4. Assure that all assigned work is completed on time and of acceptable quality.
5. Train employees to perform work to their abilities as a preparation for community employment.
6. Drive agency vehicles and transport clients.

Other Requirements

1. Maintain familiarity with agency policies and procedures.
2. Effectively communicate with all program areas.

3. Deal with others in a positive manner.
4. Work with minimal supervision and recognize situations where assistance is needed.
5. Perform duties and conduct interactions with agency staff, persons served, employers and the public in a manner consistent with COI Value Statements.
6. Deal with stressful situations in an effective, productive manner.
7. Promotes and maintains appropriate professional and ethical relationships in accordance with policies, rules and regulations.
8. Other duties as assigned.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: *Work as a Job coach is physically demanding.*

Job Coaches spend numerous hours standing and walking and may perform tasks that may be unpleasant (e.i. assisting with toileting, etc.). In addition, clients may be confused, irrational, agitated, or uncooperative. The tasks described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the facility in which you work.

1. Job Coaches must guard against back injury because they may have to move clients to/from beds, wheelchairs, vehicles, and commodes. Job Coaches are trained on and required to follow proper body mechanics and procedures for lifting/moving clients.
2. Job Coaches must frequently lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. Job Coaches must exert 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently.
4. The employee is frequently required to walk. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. Use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
6. Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
7. Specific hearing abilities include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
8. Job Coaches may face hazards from exposure to chemicals and infectious diseases. Job Coaches are trained on and required to follow Universal Precautions.

SUPERVISION:

The Job Coach is supervised by the Manager. The Job Coach does not formally supervise other staff.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Print Name

Sign Name

Date