

JOB PROFILE

Position Title: Job Coach

Agency:

Location:

Date:

Incumbent:

Approved by:

Reviewed by:

OVERALL RESPONSIBILITY:

The Job Coach provides on-site training to and supports for individuals in work sites in the community. This position enables the learning and/or application of job skills, establishes reasonable employer expectations and integrates individuals naturally into the work site environment.

These work sites may vary from volunteer or work experience and receive various forms of recognition and/or compensation.

SPECIFIC RESPONSIBILITIES:

- Person-Centered Assessments:** Perform person-centered assessments and planning. Position meets with individuals to gain an understanding of their needs, skills and interests, gathers relevant and valid information through the use of a variety of techniques, and reviews evaluations from other professionals and agencies. Required to interpret reports, interview those that are knowledgeable of individuals and make direct observations. Overall, position will support individuals through the preparation, implementation and follow-through of person-centered plans in conjunction with the support network.
- Employment Preparation:** Prepare individuals for employment by identifying position responsibilities, possible learning barriers and suitable training methods. Break the job into teachable components and provide a workplace orientation. Identify transportation and other support needs. Analyze the scope and patterns of relationships and lines of responsibility within the work site as well as organizational culture, expectations, and dress code.
- Ensure Successful Placements:** On an ongoing basis, ensure that individuals' work placements are successful and address any workplace issues that may arise. Introduce and support individuals in their job tasks and work place expectations in a systematic manner, adapt or modify job duties or the work environment to accommodate individual needs and abilities, and facilitate the development of natural supports in the workplace including the provision of sensitivity training to co-workers. Secure feedback regarding work performance from individuals' supervisors and co-workers, and provide regular information and progress reports to the agency and support network.
- Communicate:** Communication responsibilities include promoting the concept of inclusion, working with support networks to update person-centered plans, maintaining adequate documentation, and representing the agency to the public in a professional and positive manner. Promote and market the program to businesses, industry and the community at large, and serve as a role model.
- Contribute to the Success of the Team:** Function as part of a team and participate in agency meetings. Perform all duties in a manner consistent with the organization's policies, philosophy, and the values and principles of the *Vulnerable Persons Living With a Mental Disability Act*.

REPORTING RELATIONSHIPS:

Reports to: Frontline Supervisor

Direct Reports:

DIMENSIONS OF AGENCY:

Agency's Operating Budget:

Agency Employees:

CORE COMPETENCIES:

- Building Relationships Level 3
- Developing Others Level 3
- Integrity Level 3
- Listening, Understanding, Responding Level 4
- Advocacy Level 3
- Quality of Service Level 4

JOB SPECIFIC COMPETENCIES:

- Professional Excellence Level 4
- Information Gathering & Analysis Level 3
- Opportunity Seeking Level 3
- Self Control Level 3