Job Description

Position Title: **Job Coach**

Effective Date: August 2013

Approval: /S/Blake Chard

GENERAL DESCRIPTION

The Job Coach’s primary responsibility is to provide pre-employment support, on-the-job training and retention support for program participants. This position reports to the Vocational Service Director.

RESPONSIBILITIES / EXPECTATIONS

1. **General Responsibilities** The Job Coach will:
   a. Provide a positive role model for participants and the community.
   b. Communicate Vocational Services to customers, family members, stakeholders, DVR and DDA Counselors, business communities, EFI staff and Board Members in a professional manner.
   c. Fulfill EFI’s expectations for presenting our participants in the most positive manner and provide a positive role model.
   d. Represent EFI at all times in a professional manner in both demeanor and appearance.
   e. Abide by all aspects of EFI’s Code of Ethics.

2. **Expectations** The Job Coach will:
   a. Read and initial that the customer file has been read in its entirety.
   b. Provide meaningful and effective training services to persons with employment barriers.
   c. Identify, problem solve and communicate job supports to employer and job trainee.
   d. Be responsible for safety awareness and safety training for participants.
   e. Be able to work flexible hours on an as-required basis this may include weekends and holidays.
   f. Work effectively as a team member with EFI management and all employees within the parameters established for this position.
   g. Develop ongoing natural supports with employers.
   h. Effectively communicate verbally and in writing with customers, employers, contracted agencies and EFI employees.
   i. Complete and maintain intake documentation, parameters, emergency information, participant rights, and all pertinent customer file information.
   j. Discover and record customers’ desires and aptitudes for employment.
   k. Make recommendations and assist the Employment Consultant with DVR/DDA plan development.
   l. Determine customer employment readiness and conduct assessment training, job training and/or work trial experience training according to plan.
   m. Coordinate participants’ meetings and schedules with EFI and other residential providers as well as with EFI job sites when relevant.
n. Attend specific customers meetings (Treatment Teams, BHR sessions, SIS) if needed.
o. Prepare progress reports and document all associated activity based on DVR and/or DDA employment plans.
p. Keep the Vocational Services Director informed of customer plans and activities.
q. Perform as a Community Access facilitator when requested by the Vocational Services Director.
r. Be familiar with all Advantage/EFI Vocational DVR and DDA contracts.
s. Must be able to use EFI’s computer systems.
t. Perform all other duties as assigned by the Vocational Services Director and/or the CEO.

PHYSICAL REQUIREMENTS:

a) Must be able to lift, bend, twist, reach overhead and occasionally be on your hands and knees.
   Must be able to sit or stand for long periods of time.
b) Must be able to lift up to 40 lbs.

CONDITIONS OF EMPLOYMENT:

a) Applicants must be between the ages of 21 and 79 and have a valid Washington State Driver’s license and be eligible to qualify for and maintain qualification for EFI corporate vehicle insurance coverage.
b) Must be willing and able to drive any corporate vehicle as needed.
c) Pass a DVR/DSHS Background check.
d) Provide verification of eligibility to work in the USA.
e) Pass and have the ability to continuously be able to pass a drug screen by not being under the influence of mind altering or federally illegal drugs, including marijuana.
f) Possess a high school diploma or GED
g) Share a commitment to value and empower individuals with disabilities.
h) In accordance with DDA policy directive 128: Shall not have been convicted of crimes against a person in the past seven years. Shall not have been convicted of child abuse or any crime involving physical harm to another person, or shall not be a perpetrator of substantiated child abuse.
i) Complete all EFI training requirements within the allotted time.
j) Attend all meetings and additional training as directed and required.
k) These responsibilities, expectations, and conditions of employment are specific but may be modified to meet changing responsibilities and expectations at the discretion of the CEO.

I have read and understand the requirements of this job description.

________________________________________   ______________________________   ______
Printed Name                           Signature                           date