

St. Vincent's Home Services~ Blue Ridge Autism and Achievement Center-Roanoke VA

Job Description

Job Title: Job Coach	Salary: \$15 per hour and up, according to degree and experience
Department: Adult Services	FLSA Status: Part time
Reports to: Director of Adult and Family Services	Assigned: TBD

Job Summary:

A Job Coach works one on one with individuals who need a high level of support to achieve job, behavior and social goals, to allow them the provisions they need to become as successful and independent as possible, including employment. www.svhservices.org

Job Duties and Responsibilities:

Duties and responsibilities include but are not limited to:

- The Job Coach is under direct supervision of Director of Adult and Family Services;
- Reports any concerns directly to the supervisor;
- Provides employment opportunities to job seekers who have a disability;
- Develops employment readiness skills with the consumer/job seeker;
- Coordinates schedules and transportation for the consumers served;
- Works with consumers throughout the day on communication skills, social skills, behavioral skills, job related skills, and other individually designed activities such as self-help skills, needed in employment situations, or to become job ready;
- Targets consumer-specific goals;
- Collects data on consumer goals;
- Develops relationships with employers in the area;
- Records beginning and completion dates of activities on program sheets;
- Participates in regular trainings;
- Demonstrates knowledge of consumer-specific conditions;
- Participates in team meetings on a regular basis;
- Ensures all work areas are left clean and organized;
- Works with Employment Program Coordinator and Work Incentives Specialist Advocate (WISA) on benefit coordination;
- Communicates effectively with consumers/job seekers, authorized representatives, guardians, employers, and supervisors;
- Writes detailed progress notes and documentation reports as required and submits reports, request for hours and plans on time.

Qualifications and skills:

Bachelor's degree (or actively pursuing a degree);
Demonstrates professionalism at all times, including adherence to the standards of professional conduct;
Is dependable, energetic, and relates well to consumers;
Demonstrates ability to prioritize and carry out work-related tasks appropriately;
Demonstrate ability to understand and carry out a systematic instructional sequence;
Low rate of absenteeism and prompt attendance to work;
Ability to communicate appropriately;
Willing to learn consumer specific disability traits and how to best work with them;
Demonstrate organizational, interpersonal and multitasking skills.

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