



## Full Job Description: Job Coach

As a Job Coach, you will provide specialized on-site training to employees with disabilities. You will help an employee learn to perform his/her job accurately, efficiently and safely. In many cases, you may also help the employee acclimate to his/her work environment. This upfront work can complement the screening, hiring, orientation, and training processes.

The job coach's degree of involvement with the employee should decrease over time – as the employee masters the requirements of the position, the job coach will then contact the employee and supervisor on an as-needed basis.

### PRIMARY RESPONSIBILITIES

- Assessing and assisting a person with a disability to understand all aspects of their position. This includes clocking in/out, workplace norms, introductions to co-workers/managers/supervisor, and job duties.
- Providing one-on-one training on a job site.
- Helping identify accommodations the employee may need, including adaptive aides and assistive technology devices.
- Facilitating client/employee confidence in performing the job independently.
- Completing monthly reports.

### QUALIFICATIONS

- *Preferred:* Completed or in-process of completing an associate's Degree in Teaching, Counseling, Rehabilitation Counseling, or related field.
- Strong passion and understanding for working with individuals with a wide range of disabilities including but not limited to mental illness, physical disabilities, TBI, and Autism Spectrum Disorder.
- Criminal background check will be completed
- Flexibility in scheduling. Your hours are mainly Monday-Friday, 8:00 a.m. – 5:00 p.m., but there will be occasional nights and weekends required, based on client and employer needs. Third shift is also a possibility if job coaching is needed during those hours. Ability to set your own schedule based on client's and employer's need
- Ability to operate computer equipment with proficiency in MS Office products
- Analytical skills to find solutions to difficult situations
- Ability to think creatively and problem solve
- Excellent communication skills

### ENVIRONMENTAL / WORKING CONDITIONS

Remote work with work at employment sites including, but not limited to manufacturing, food service, medical, office, and hospitality. Must be able to attend professional networking events during typical office hours and occasional after-hours events, mainly in the Green Bay Metro area.

Job Type: Part time

Pay: \$15 - \$18.00 per hour