



PLUMERIA PATHWAYS

Guiding pathways towards a flourishing future

Company Mission Statement: We are committed to ensuring individuals with intellectual and developmental disabilities pathways to equal and respectful treatment through quality, compassionate, and sincere care.

Position: Job Coach

Reports to: Supported Employment Manager

Purpose of Position: Assure that the provision of services meets the individual needs of people receiving services as designated within their Individual Plan for Employment Plan (IPE) through consistent supervision, community inclusion, and coordination of other services necessary to achieve fulfillment and success.

Summary: At Plumeria Pathways, we are looking for team members who are passionate about helping others and are committed to the overall success of the individuals we serve. Like the individuals we serve, not every job coaching shift is the same. Services and work load vary by individual. Our agency offers services to individuals working and residing in the North Denver Metro Area (Thornton, Longmont, Boulder, Westminster, Broomfield, etc.) and our Supported Employment Team commutes to job sites in this area as needed.

Specific Duties:

- Work closely with employers/co-workers in the development of a supportive work environment. Train employer/co-workers in disability awareness.
- Establish working relationships with businesses and employers. Maintain record of all contacts.
- Advocate for the participant. Assure the participant receives the same benefits as non-disabled co-workers and integration into the normal flow of the workday.
- Provide on the job training to establish the participant into competitive employment. Provide behavioral skills and ancillary training to maintain employment.
- Counsel participants on behavior and performance issues as necessary, consulting with supervisor and assuring required documentation.

- Maintain individual data and report progress to other service providers, other support persons. Completes written monthly and weekly reports for invoice billing purposes.
- Assist in determining the best job suited for the participant by matching job features to an individual's strengths and needs; including accessibility to the job, physical ability, family support, social skills, motivation, and daily living skills. All these functions must be coordinated with the individual and their choices will be taken into consideration. \
- Responsible for managing assigned case records including the program plan, reviews, progress reports, and other required documentation in accordance with Plumeria Pathways, LLC policy and procedure and other applicable standards.
- Act as Mandated Reporter as defined by the State of Colorado Human Rights Act.
- As a staff person is responsible for the safety of those workers in his/her charge via implementation of the safety procedures and policies of the organization.
- Maintain confidentiality as it pertains to participants.

Qualifications:

- High School Diploma/GED
- Excellent Customer Service Skills
- Experience in working with IDD (Intellectual and Developmental Disabilities) Individuals
- Must have reliable transportation and ability to commute up to 40 minutes one way in and around the North Denver Metro area (Thornton, Westminster, Broomfield, Longmont, Boulder, etc)
- Punctual, communicative, compassionate about helping others
- CPR certified
- ACRE Training certified

Compensation:

- \$17-\$18/hr
- Paid bi-weekly
- Part Time