



JOB DESCRIPTION
Exert for Job Listing
(full JD will be provided upon offer)

Job Title: Job Coach
Department: Employment Services
Reports to: Program Manager
FLSA Status: Non-Exempt
Pay Scale: \$18-20

MISSION

Alpha Resource Center of Santa Barbara (Alpha) empowers individuals with intellectual and developmental disabilities throughout Santa Barbara County by supporting families, creating opportunities, and fostering belonging.

OVERVIEW

Employment Services provides support for individuals with special needs to be able to work in their community, either in our group format or individually at their place of employment.

The role of the Job Coach is to assist the participant in learning the job requirements, familiarizing with the participant with the culture of the business, and facilitating their full integration into the workplace.

INDIVIDUAL

A job training plan will vary according to the needs of the new employee and the complexity of the job. Training is typically more intensive when the job first starts tapering down as the new employee feels more comfortable and has learned the job to the employer satisfaction. The Job Coach ensures that the employers, supervisors, and coworkers understand the training method and any accommodations needed by the participant. This encourages communication and social interaction which enables the participant to become a valued part of the company. Routine follow-up with the employer, participant, and circle of support is equally critical to the success of the job placement.

GROUP

Although participants in a group supported employment model have a Job Coach with them during all work hours, the role of the group Job Coach is similar to that of a Job Coach in an individual placement model. With skillful job coaching, a group supported participant may choose and demonstrate the ability to benefit from a less restrictive type of employment.

A skilled, resourceful, and creative Job Coach should aim to almost put themselves out of a job. The more effective they are as a trainer, the more independent the participant will become.

DUTIES AND RESPONSIBILITIES

On-Going Training

- Stay familiar with all aspects of participants Individual Habilitation Support Plan (IHSP), including behavior challenges, medical needs including allergies, etc.
- Awareness of Person-Centered Planning, and how such planning is generated and used in day-to-day activities



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- Learn, understand and implement Behavioral Intervention plans
- Keep up with current developments in the field of developmental disabilities

Implementation

- Encourage and support participant growth in choice and independent decision making
- Provide participants training in functional work skills and personal habits
- Utilize positive practices as fundamental behavior tool in all instructional settings

Communication

- Present written and oral reports in a professional manner.
- Maintain daily and weekly data on participant progress.
- Communicate day-to-day needs with participant families/care providers to ensure clothing, money, lunch needs, etc. are met as requested.
- Communicate routinely with case manager on participant progress, areas of concern, and curriculum ideas/expansion.

Documentation

Proper documentation is essential for ensuring accuracy of report content for billing of services and wages of participants.

- Weekly and monthly work performance assessment and Reports
- Service Logs
- Case notes
- Participant Employee Timecards

PART-TIME and FULL-TIME

Part-time is considered 7– 31 hrs/wk and Full-time is 32 – 35 hrs/wk (please ask an HR representative about our benefits package). Must be able to work at least 1 entire day shift.

Hours of work:

Mondays	8:30am – 3:30pm
Tuesdays	8:30am – 3:30pm
Wednesdays	8:30am – 3:30pm
Thursdays	8:30am – 3:30pm
Wednesdays	8:30am – 3:30pm

QUALIFICATIONS

The employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

- Fingerprint clearance through Department of Justice
- Valid CA driver license, reliable personal vehicle with evidence of insurance
- Eligible to work in the United States



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- Medical clearance
- First-aid and CPR certification (if not certified, training will be provided upon hire)

EDUCATION and/or EXPERIENCE

- High School diploma
- Intermediate knowledge of computers
- Experience in human services field, preferably working directly with individuals with developmental and/or intellectual disabilities

LANGUAGE SKILLS

- The ability to read, write, type, and speak English clearly
- The ability to communicate information to other employees, participants, family members as well as management in a clear and concise manner is essential
- Must be able to establish rapport and communicate with participants of diverse cultural, educational, and mental/physical ability

PHYSICAL DEMANDS

- The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. unassisted.
- Employee must be able to bend, squat, push, pull, and climb stairs.

WORK ENVIRONMENT

- The work environment is dependent on the work area for the participant served, which includes indoor and outdoor areas in the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.