

Vocational Independence Program-VIP

5069 Van Slyke Road, Flint, Michigan 48507 Viprogram.org

Job Coach/Job Developer

Job Description

GENERAL STATEMENT OF DUTIES:

Job Coaches are supervised by the Program Services Director. Their responsibilities are to provide opportunities and assistance to persons served in developing relationships and helping them to engage positively and productively in events/activities at various community- based, volunteer, & employment sites.

ESSENTIAL FUNCTIONS:

- Must be able to work flexible hours, weekdays, weekends, & evenings.
- Must be able to obtain a Chauffer's License within thirty (30) days of acquiring position.
- Must attend local, state, & national training for ACRE certification
- Must comply with the HCBS, Employment First, and Michigan's Transition Plan.
- Must be able to stoop, bend, reach, push, pull, lift at least 30 lbs., and stand for long periods
- Must have fluent knowledge of Microsoft Office

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EXAMPLES OF DUTIES:

- Assist in planning, organizing and implementing work / activities in community.
- Supervise and participate in activities/work at community sites by teaching work, social and problem-solving skills. Able to develop reasonable job accommodations when necessary.
- Communicate effectively and maintain positive/productive relationships with person served, peers and community sites/employers.
- Assist in the development of IPOS. Complete all paperwork/documentation and vocational recommendations in a timely and professional manner.
- Be responsible for the health, welfare and safety of persons served and help modify or correct attitudes and performance as it relates to work or activities. Have knowledge of or ability to learn non-physical intervention strategies, laws, CARF standards and HCBS regulations.
- Attend all VIP meetings and Inservice's. Complete and pass all Inservice's.
- Have a valid driver's license, clean driving record, acquire a Chauffer's license within 30 days of hire and be approved by our insurance underwriters.
- Work flexible hours as dictated by consumer needs.
- Let supervisor know ahead of time (at least 24 hours) if you will be unavailable to work.

- Other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Must be able to help persons served identify and develop their interests, skills and talents, in order to best choose community programs and work activities they would like to participate in. Able to write summaries of person's served skill level, social behavior and production performance. Always maintain a positive image of VIP. Position also requires good organizational, time management and judgement skills. Preference given to individuals who have experience in community-based programs, supported employment, CLS, and at least two (2) years in human services field.

Job Type: Part-Time or Full-Time

I have read and understand the roles and responsibilities of this position as designated by my signature below.

Signature _____

Date_____