



## **Job Coach**

### ***Connecting our community through employment***

As a Job Coach, you will work with Connections NW customers at their place of employment to assist in learning job tasks and improving their skills. You will collaborate with job developers to provide pre-employment activities such as resume assistance, online applications, assessments, and complete task analysis when required. Additionally, you will be responsible to write daily progress notes, communicate with the business' Department/Hiring Manager(s), complete month end reports, and all other necessary documentation to meet billing deadlines. Our goal is for you to assist in a successful job placement and retention.

#### **We are looking to support individuals with weekday/weekend work schedule hours.**

Transportation needs could potentially be up to 45 minutes each way. We offer mileage reimbursement for travel. This job requires a flexible work schedule and the ability to adapt to different customer needs and work environments.

### **DAILY RESPONSIBILITIES CAN INCLUDE BUT ARE NOT LIMITED TO:**

- Provide one-on-one job coaching to assist clients in their daily job duties in the workplace.
- Creating and implementing ideas and solutions for challenges that arise in the workplace.
- Provide point of contact for employers and the customers within the workplace.
- Create and assist in assessments, planning and implementation.
- Work with employment specialists to create and implement a plan for supporting individuals with intellectual and/or developmental disabilities in the workplace.
- Additional projects as assigned.

### **JOB REQUIREMENTS:**

- At least 18 years of age
- Valid driver's license
- Full coverage auto insurance
- Own a vehicle
- Cell phone
- Work when scheduled, based on the employment of customers
- Complete First Aid & CPR Certification
- Pass a criminal history background check
- 12 Hours of paid training yearly

**Job Type:** Part Time or full time positions. Weekend hours required

**Salary:** \$17.00-19.00 DOE

Call (971) 281-0200 - OR - Email Resume To [travis@connections-nw.org](mailto:travis@connections-nw.org)