

**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Job Coach I

Approved by: 

**Salary Range:** Unclassified

Date: 8/20/18

**Supervised By:** Employment Specialist

**Supervises:** Persons Served, as assigned

**Personnel Classification:** Hourly Support Staff, Level \_\_\_\_\_

**GENERAL DESCRIPTION**

In close conjunction with the Employment Specialist, this position will be responsible for the direct supervision and training of Persons Served. The Job Coach's goal will be to train Persons Served to a level of accomplishment and productivity that allows for the fading out of the Job Coach and independence for the Person Served performing at employer work standards. The Job Coach I will also act as a liaison between the employer and the ODC. Supervisory time at each ongoing job site will be reduced as Person Served training progresses.

**KNOWLEDGE & EXPERIENCE**

Must possess the desire and willingness to mentor individuals with vocational disabilities. Through training and self-observation, acquire knowledge of vocational disabilities including mental retardation, mental illness, physical disabilities, social adjustment issues and related behavior modification techniques.

**SKILLS & ABILITIES**

Must demonstrate a willingness to interact positively with individuals with disabilities. Good verbal and written communication skills to enable them to work cooperatively with private businesses, its customers, non-profit facilities and ODC Team Members. Basic computer skills desirable.

**OTHER QUALIFICATIONS**

Individuals will need to work flexible hours due to the nature of the supervised work as necessary; such as unusual daytime hours, weekends, holidays, and/or evening hours. Valid, appropriate driver's license and insurable driving record. Must possess or be willing to obtain a current CPR and First Aid Certificate. Employment will be contingent on successful completion of a Department of Human Services Background Study.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experience and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Serve as advocate for Persons Served with employers and co-workers in the areas of mutual acceptance, cooperation and accommodation.
2. Participate in and direct daily production at a work site by maintaining timesheets and attendance records and if relevant, data on piece-rated tasks.
3. Maintain quality control records and standards as required by the host business and/or the ODC.
4. Provide oral and written feedback to the Person Served and Employment Specialist regarding job progress and employer requirements (i.e. provide evaluation information, assist in time and motion studies, casenotes, assessments, etc).
5. Assist the Persons Served in efforts to reach the goals in their Individual Career Plan and Vocational Support Plan in coordination with staff and other care providers.
6. Review reports with the Employment Specialist and Person Served, providing input regarding performance and program changes.
7. Train Persons Served to perform the tasks required of the job by becoming familiar with all aspects of the work to be performed, completing job analysis, establishing and maintaining a work schedule system to ensure timely completion of work, and providing follow through support.
8. Participate in the Safety Program by: enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely manner.
9. Attend and participate in weekly staff meetings, in-services, workshops, and appropriate staff development sessions.
10. Transport Persons Served to and from work sites as necessary.
11. Perform other duties as assigned and as changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Occupational Development Center, Inc.**  
**Analysis of Essential Job Functions and Demands of the Position**

Position: Job Coach I

Rev. 08/18

<b>Ratings used for this Analysis:</b>	Constantly = Two-thirds time or more	Seldom = Less than one-third time
	Frequently = One-third to two-thirds time	Never = Non-existent
	Occasionally = Up to one-third time	

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
<b>A. <u>PHYSICAL ACTIVITY</u></b>						
1. Standing		<b>X</b>				
2. Walking		<b>X</b>				
3. Sitting			<b>X</b>			
4. Lifting up to 10 lbs.		<b>X</b>				
5. Lifting up to 20 lbs.		<b>X</b>				
6. Lifting up to 30 lbs.				<b>X</b>		
7. Lifting up to 40 lbs.				<b>X</b>		
8. Lifting up to 50 lbs.				<b>X</b>		
9. Lifting over 50 lbs.				<b>X</b>		
10. Climbing			<b>X</b>			
11. Stooping			<b>X</b>			
12. Crouching			<b>X</b>			
13. Kneeling			<b>X</b>			
14. Crawling			<b>X</b>			
15. Turning/Twisting		<b>X</b>				
16. Bending at Waist		<b>X</b>				
17. Reaching		<b>X</b>				
18. Finger Dexterity			<b>X</b>			
19. Eye-Hand Coordination		<b>X</b>				
20. Foot-Hand-Eye Coordination			<b>X</b>			
21. Driving						
Car			<b>X</b>			
Van			<b>X</b>			
Bus					<b>X</b>	
Box Truck					<b>X</b>	
Forklift					<b>X</b>	
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. <u>USE OF SENSES</u></b>						
1. Speech						
Ordinary Conversation	<b>X</b>					
Telephone Conversation		<b>X</b>				
2. Hearing						
Ordinary Conversation	<b>X</b>					
Telephone Conversation		<b>X</b>				

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	Frequently	=	One-third to two-thirds time	Never	=	Non-existent
	Occasionally	=	Up to one-third time			

<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
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**C. ENVIRONMENTAL CONDITIONS**

1. Work Area					
Inside	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Outside	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
2. Works alone	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
3. Works with others	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
4. Works around others	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
5. Verbal contact w/others	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
6. High (85+) Temperature	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
7. Low (50-) Temperature	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
8. Noise	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Especially High Level (+85 d)	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
9. Unavoidable Hazards	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Mechanical	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Electrical	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Moving Objects	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Heights	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Cramped Quarters	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Other (specify) _____	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

**D. ATMOSPHERIC CONDITIONS**

1. Fumes	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
2. Odors	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
3. Dusts	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
4. Smoke	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
5. Gases	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
6. Oil/Grease	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
7. Other (specify) _____	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

**E. OTHER CONSIDERATIONS**

- Is this position closely, moderately, or minimally supervised? Please explain: Minimally supervised. Most of their time is spent out of the facility, although they report to Employment Specialist on a regular basis.
- Does this position have access to confidential information? Yes X No        If yes, please explain: Person Served casefiles to include medical, psychological testing, diagnosis, vocational and social histories.

**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u>	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u>
Reasoning & Analyzing	<u>  X  </u>	Complex	<u>      </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in	
Simple	<u>  X  </u>	using hands, mental skill	
Complex	<u>      </u>	or quickness)	<u>  X  </u>
Other (specify)	<u>      </u>		
<u>      </u>	<u>      </u>		
<u>      </u>	<u>      </u>		

Describe the requirements of this position that make these factors important: Participate in and direct daily production at the work site by maintaining piece-rates, timesheets, and attendance records. Maintain quality control standards. Provide oral and written feedback to the Persons Served and Employment Specialist regarding job progress, employer requirements. Implement vocational goals on individual rehab plan for Persons Served. Train Persons Served to perform the tasks required of the job. Transport Persons Served.

4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No        If yes, please explain:  
Working environment will vary depending upon job sites. Flexible hours/days depending on job site. Responsibilities include transporting Persons Served between job sites with personal vehicle and/or Company vehicle.

I have read and understood the Job Coach I Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_