



POSITION TITLE: Job Coach /Administrative Support
DATE: July 2022

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: Vicki Pate
THIS IS A: Exempt__ Non-Exempt X	Hourly X Salaried __
Full-Time X Part-Time	

GENERAL FUNCTION: The position is responsible for performing and documenting Supported Employment job coaching assignments, as well as performing a variety of administrative tasks.

SUPERVISORY RESPONSIBILITY: None

JOB COACHING DUTIES AND RESPONSIBILITIES:

- 1) Assist with workplace orientation;
- 2) Provide on-site training, implementing the most effective and least intrusive techniques to help the individual learn job skills;
- 3) Assist in the development of positive relationships with coworkers/supervisor;
- 4) Assist in the development of a standard of production acceptable to the employer;
- 5) Identify and address barriers that will affect the individual's ability to maintain employment;
- 6) Assist the individual to be more independent by developing natural supports so that job coaching services can successfully fade from the job site; and
- 7) Provide regular feedback to SE Job Placement Personnel regarding the individual's progress

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- 8) Obtain signatures on various documents and reports.
- 9) Proofread various reports and documents for any obvious errors.
- 10) Track and assist with processing of reports and authorizations.
- 11) Coordinate/set appointments.
- 12) Make phone calls to various stakeholders to obtain and/or disperse information.
- 13) Other duties as assigned.

Must be flexible to work evenings and weekends as needed.

KNOWLEDGE AND REQUIRED TRAINING: At least 6 months of work experience working with individuals with disabilities, a high school diploma or High School equivalency (HiSet) or general equivalency diploma (GED), and written documentation of two (2) years of successful experience in delivering employment-related services. Experience in customer service and/or administrative experience. Proven Microsoft skills (Word, Excel, and Outlook). Attention to detail and excellent organizational skills. Ability to keep information confidential. Ability to multi-task. This person must have excellent communication skills, both in person and on the phone. Professional attitude and appearance.

<p>PERSONAL RELATIONSHIPS: In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center's leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.</p>
<p>PHYSICAL DEMANDS: Requirements vary by job assignment, including, but not limited to: walking, standing, reaching, bending, squatting, and kneeling. Must have dependable transportation on short notice throughout the workday. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p>DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job</p>
<p>.</p>

Name (printed): _____

Staff's Signature: _____ Date: _____