

Position Description- Job Coach

Reports to: Coyote House Manager & Kathy Bangsund (LUVS Employment Services)

Director Reports: none

Compensation: Part-Time Hourly \$16-18 DOE

Workdays/Hours: Monday and Friday, 14-16 hours total work, typically 8:30 or 9:00 am to 4:30 pm

Position Summary:

The Job Coach is responsible for supporting 4 clients in exploring, seeking, obtaining, getting to and maintaining a job. The job coach is also responsible for associated paperwork and documentation.

Essential Functions:

To adequately perform the responsibilities required of this position, the Job Coach must have the ability to:

Represent and build relationships for LUVS and Tierra in the community

1. To uphold the mission, vision, and code of ethics of LUVES at all times.
2. To respect their client and the workplace at all times.
3. To represent each client and the LUVES organization with professionalism and integrity at all times.
4. To maintain positive working relationships with all clients, managers, business partners, supervisors, and family members. To value teamwork.
5. To refrain from personal cell phone interruptions unrelated to job coaching tasks.

Facilitate Growth & Client Leadership Skills

6. To support all clients in the phases of discovery, skills training and employment, and in scheduling transportation with the highest of integrity at all times.
7. To encourage clients' personal growth in employment skills, fading from direct on-site support as soon as possible. Work towards 20 hours a week of employment.

Comply and document compliance with state and federal regulations

8. To fulfill all requirements for training and annual Continuing Education hours.
9. Systematize and maintain hardcopy and digital filing system
10. Complete Employment Plans yearly (based on Person Centered Plans) and submit to Kathy prior to deadline.
11. Complete 6 month progress reports with one page narrative and submit to LUVS prior to deadline.
12. Complete Direct Service LOGS (Job Coach Hours LOGS) to LUVS prior to the end of the month (to include all direct service hours for each client).

Communicate with LUVS and Tierra

14. Handle emergency situations, complete Incident Reports and report to LUVS and Tierra immediately.
15. Communicate with residential service provider during weekly meeting and as needed.
16. Create/update a monthly job coaching calendar that you will submit to Shanda, Tia and Kathy on the first of each month. This will ensure that hours are consistent and reliable and residents can plan their other schedules accordingly. You will need to consult Tia (Ch Supervisor) and Shanda (to provide consistency until new CH Supervisor is hired) when constructing this schedule. Friday afternoon would be a good time to ask for Tia and I to join you for a meeting. You will be in charge of pulling this meeting together each month so you can meet the 1st of the month deadline. We ask for this monthly calendar as a tool to stop and plan for changes as they are happening such as Erin gets job and needs fewer support hours.

17. Each week before you leave of Friday please create the next week employment schedule to account for Lukas variability, Leo employment support requests and other special events. This calendar can be printed and posted in the front entry hall of CH for Jamie to have in hand on Sunday when she does scheduling.

Training Requirements:

- CPR/First Aid Certification
- TB test
- Clean Driving Record
- Criminal Background check & fingerprints(results satisfactory)
- Person Centered Planning