

Job Coach

Classification: Hourly, Non-Exempt
Reports to: Employment Manager
Location: Hermiston / Milton-Freewater / Pendleton

Job Description

Objective

This position promotes independence for individuals with intellectual and developmental disabilities through the Employment Program. Client support in this area includes promoting a person-centered approach to Individual Support and Career Development Plans, training and teaching skills necessary for obtaining and maintaining employment, supervising and monitoring clients, maintaining good working relationships and communicating appropriately with employers.

Essential Responsibilities and Duties

Performance Standards

- Works independently without direct supervision.
- Follows through on assigned tasks and completes all planned activities.
- Accepts and applies job-related feedback from management.

Safety

- Maintains certification to perform cardio-pulmonary resuscitations (CPR) as needed.
- Adheres to mandatory abuse reporting guidelines.
- Remains current in all required trainings and recertifies timely.
- Follows appropriate transfer techniques as trained when assisting clients using adaptive equipment (wheelchairs, walkers, etc.)
- Adheres to blood borne pathogens (BBPs) and hazard communication.
- Ensures safety of client(s) through knowledge of alarm system functions, evacuation plans, and documents fire drill activities.
- Notifies appropriate persons of hazardous health and safety conditions.
- Follows transportation safety guidelines when operating a Horizon vehicle.
- Reports vehicle accidents and citations to appropriate person immediately.

Maintenance:

- Keeps staff work area neat and clean.
- Maintains and cleans adaptive equipment.
- Follows all policies/procedures.

Client Support:

- Demonstrates working knowledge of Individual Support Plans (ISPs) and action plans.
- Demonstrates working knowledge of all Behavior Support Plans (BSPs).
- Encourages client independence in daily living tasks and participation in community activities.
- Assists and trains client(s) in proper time card procedures for work.
- Treats all clients with dignity and respect, assures confidentiality.
- Identifies client(s) skill level and interests and assists in creating Career Development Plans using the Discovery Process.
- Conducts job site assessment and assists in designing training procedures for schedule boards and task analysis.

- Recognizes the need for and implementation of work task accommodations.
- Teaches client(s) the necessary skills to maintain employment.
- Develops natural supports at the work site.
- Assists clients in understanding rights and responsibilities and grievance procedure.
- Assists with or provides transportation to scheduled appointments or activities.
- Notifies appropriate persons when client is injured or needs medical attention.
- Assists client(s) in building social skills and relationships.
- Ensuring typical employer provided orientation.
- Assists in adapting and recommending accommodations to facilitate job performance.

Coaching:

- Assists and trains client(s) in proper time card procedures for work.
- Assists and trains client(s) in proper call in procedure and time off requests.
- Assists in identifying client(s) skill level and interests and assists in creating Career Development Plans using the Discovery Process.
- Conducts job site assessment and assists in designing training procedures for schedule boards and task analysis.
- Recognizes the need for and implementation of work task accommodations.
- Teaches client(s) the necessary skills to maintain employment.
- Develops natural supports at the work site.
- Ensuring typical employer provided orientation.
- Assists in adapting and recommending accommodations to facilitate job performance.
- Provide feedback of client skills, interests, desires, and goals.

Documentation, Comprehension, and Application:

- Accurately documents and keeps a record of all individual support plan goals, training programs, health and behavior tracking, and client medication administration.
- Use data collection to complete progress notes (t-logs) on participation, training, and goals.
- Completes General Event Reports (GERs) following appropriate procedures.
- Reads communication log, checks message recorder, and documents information appropriately.

Cooperation:

- Applies core values of service orientation, ethical behavior, effectiveness and efficiency, and results orientation in daily job performance.
- Cooperates with requests for information within the confines of confidentiality.
- Participates as a team member in interactions with co-workers and attends and contributes to staff meetings.
- Cooperative regarding changes in schedule, location or routine.
- Handles all interactions with dignity and respect and communicates appropriately with all levels of staff, clients and their family members, and the public.

Qualifications

- Ability to consistently, clearly, patiently, and respectfully communicate.
- Ability to remain calm in a chaotic environment.
- Ability to teach others and demonstrate compassion and patience.
- Ability to understand and follow the clients Behavior Support Plan if applicable.
- Ability to write and document information clearly and concisely.

- Ability to organize staff and client areas, documentation and files, and keep up with ongoing procedural and policy documentation and all updates.
- Ability to develop and follow schedules, use basic math aptitude.
- Ability to apply procedures and directions and follow through on all routine and as assigned responsibilities.
- Basic computer and time management skills.

Work Schedule

The normal work schedule will vary to accommodate the schedules of the clients supported which may include evening and weekends. It is the attendance standard of the employer that all employees shall be present and on time for each shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

This position requires standing, sitting, bending, stooping, typing, reading, comprehending and acting on detailed instructions. Some lifting may be required to assist in physical transfers – up to 50 lbs.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Employees are required to attend staff meetings and any other training as assigned. Each employee must have a valid CPR/First Aid/BBP certification within 90 days of hire. Additionally, all employees must successfully complete Oregon Intervention System (OIS) general level (G) and individual focus (IF) programs if applicable.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____