

Job Description

Job Coach (Part Time)

Qualifications:

Minimum high school diploma or GED and valid driver's license. Experience working with individuals with disabilities preferred. Must have reliable transportation, good driving record, and complete clearances for Child Abuse History, PA Criminal History, and FBI fingerprinting background check.

Responsible to: Employment Services Manager

Essential Job Functions:

Perform "on-the-job" training with assigned clients in business/industry. Assist individuals in assuming as much job responsibility as possible in order that fading can be done gradually and effectively.

Manage production within host company or community job site. Supplement job output for client until client can perform the job at the employer's expectations. Maintain flexibility in working to meet production and program requirements. Perform quality control on work completed to ensure product/outcome meets site expectations.

Provide assigned clients with continuous supervision including enforcement of OSI and host work site(s) rules, including strict adherence to safety guidelines. Model good work behaviors and habits by adhering to employer and host work site expectations, rules, and policies, including following prescribed work/ break schedules.

Establish and maintain effective working relationships with clients, OSI management, OSI staff, and host business staff through positive, professional communications and behavior.

Accurately and thoroughly complete required documentation including client Daily Performance Sheet/Time Sheet, bi-weekly staff time sheet, Incident Reports, vehicle mileage sheets, and daily vehicle inspection checklists. Assist Vocational Training Supervisor(s) in completing timed work assessments at work site.

Promptly report client behavioral, health, or work performance changes to the client's Program Specialist, Vocational Training Supervisor, Rehabilitation Manager, and/or Employment Services Manager. Document changes/concerns on client Performance Sheets.

Provide transportation to and from job site for clients in agency owned vehicles. Maintain cleanliness of vehicles and ensure that vehicle fuel level does not fall below ¼ tank. Promptly report any vehicles maintenance needs to the Vocational Training Supervisor and/or Employment Services Manager. Immediately report accidents involving agency vehicles and/or any damage observed.

Responsible for obtaining 24 hours training/mandatory trainings as required by OSI's training plan. Document training participation/time on individual training sheets.

Perform other duties as assigned by Employment Services Manager.

PHYSICAL/ENVIRONMENTAL DEMANDS	DESCRIPTION
Movement/Traverse/Strength	Must be able to move about work/assessment sites and OSI facilities with or without clients. Positions self to maintain safe work environment and promote good work flow. Transports clients in agency vehicles to and from work sites. Removes, replaces, positions, and transfers work materials up to 50 lbs. at work/ assessment sites. Ascends and descends stairs at work/assessment sites.
Observation/Identification/Assessment	This position requires ability to observe, identify, and assess client activities and work quality/quantity. Must be able to observe physical actions and non-verbal gestures. Must be able to perform basic mathematical calculations.
Communication/Information Exchange	Must be able to communicate with clients, staff, and work site personnel on a daily basis. Must be able to express self and exchange information in a clear manner both verbally and in writing.
Operation/Use	Must be able to enter basic data computer, use copier and phone. Frequently uses equipment at work sites such as floor scrubber, buffer, pallet jack, tape gun, or other implements used to assist clients in completing tasks.
Work Environments	Working hours primarily in community business/industry settings. Work environments include non-climate controlled facilities, as well as climate controlled facilities, year around.
Exposure	Through work with clients in different work sites and businesses, there will be exposure to chemicals, such as commercial cleaning solutions, adhesives, or other substances needed to complete assigned tasks.

Signature: _____

Date: _____