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| <b>Job Title:</b>         | Job Coach, Supported Employment Program  |
| <b>Employment Status:</b> | Part-time/Full-time (Non-exempt, hourly) |
| <b>Reports To:</b>        | Program Facilitator                      |
| <b>Hours:</b>             | Varied, based on business need           |

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**Job Summary:** The Job Coach provides assistance and support to developmentally disabled clients on or off the job, in activities that are employment related.

**Responsibilities:**

- Ensure client and employee safety at all times.
- Uphold client confidentiality at all times.
- Follows appropriate chain of command when faced with concerns related to clients, parents/primary care provider, VAC vendors, supervisors and other employees.
- Demonstrates accuracy and thoroughness, personal accountability; looks for ways to improve or promote quality.
- Adheres to all VAC policies and procedures as outlined in the Employee Handbook.
- Supervises client on the work site per assigned schedule.
- Completes appropriate and required forms daily and monthly this includes but is not limited to: Time Cards, mileage, Client Progress Report, and other forms and reports as assigned.
- Assists in training the client on the following: basic employer procedural requirements, expectations and job duties, appropriate workplace communication and socialization.
- Demonstration and role modeling job tasks and work ethics including, but not limited to, punctuality, attendance, personal hygiene and appropriate workplace attire.
- Maintains a professional and objective relationship with referral sources, employers, parents, care providers, clients, and other stakeholders.
- Participates in meetings, program special events, training and/or workshops.
- Exemplifies VAC's Mission, Vision and Core Values.
- Completes other related duties as assigned.

**Minimum Job Qualifications:**

- Current & Valid California Driver's License (must submit a copy if offered employment).
- Clean DMV Record (must submit a copy no more than 5 days old if offered employment).
- Adequate, reliable automobile with proof of Insurance (must submit a current copy of your insurance card if offered employment).
- At least 2 years of prior entry level work experience, preferred.
- Availability to work nights or weekends as required.
- Ability to communicate effectively (oral and written) with students, parents, VAC vendors, supervisors and other employees.
- Ability to work as a team, actively participate and collaborate with other team members.
- Knowledge of crisis management techniques preferred.
- Ability to maintain composure, be objective, demonstrate sound judgment and react effectively in challenging situations.
- General working knowledge of standard computer programs.

- Prior experience working with individuals with developmental disabilities preferred.
- Flexible and adaptive to student, program, and organization changes.
- Exhibits a positive, solution oriented and motivating demeanor at all times.
- Excellent time management skills with the ability to implement goals and objectives.

**Educational Requirements:**

- High School Diploma or GED required for all programs.

**Physical Requirements:**

- Lifting and carrying up to 60 lbs. with assistance.
- Frequent squatting, sitting, walking, standing, bending and twisting, kneeling, crawling, climbing. Occasional running, pushing and pulling, reaching above and below shoulder level.
- Regular exposure to excessive noise levels.  Walking and running on uneven surfaces.
- Regular exposure to outside elements, including excessive heat, direct sunlight, cold, wind or rain.

**Certificates:**

- CPR/First Aid certification preferred.

APPROVED BY:

|                          |       |
|--------------------------|-------|
| _____                    | _____ |
| Program Director         | Date  |
| _____                    | _____ |
| Human Resources Director | Date  |
| _____                    | _____ |
| Executive Director       | Date  |

I have read this Job Description, acknowledge receipt, and understand its requirements. I am able to perform these duties as indicated.

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|---------------|-------|
| _____         |       |
| Employee Name |       |
| _____         | _____ |
| Signature     | Date  |