



# LOTT

## EMPLOYEE JOB DESCRIPTION

### Job Coach and Career Counselor

**Reports To:** Director of Community Integration and Habilitation

**FLSA Status:** Exempt

**SUMMARY:** The Job Coach and Career Counselor is responsible for providing the necessary support to clients regarding community integration and identifying appropriate and satisfying employment opportunities within the community.

#### DUTIES AND RESPONSIBILITIES:

- Provides support for people with disabilities to have success in community integration and potential community employment.
- Communicates well with outside businesses to provide opportunities for clients.
- Provides on the job training and offers ongoing support.
- Documents job coaching support provided.
- Tracks client's progress towards goals and objectives in ISP.
- Creates a task analysis for job duties and assignments into specific steps to facilitate client learning.
- Develops and maintains written documentation regarding community integration activities and progress for each client.
- Performs all other duties as assigned.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience**– High school diploma or general education degree (GED) required. One-year experience working with individuals with developmental disabilities and performing job coaching duties, preferred.
- **Language Skills**– Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc. in accordance with DODD Agency Provider Rules.
- **Computer Skills** - To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires general knowledge of Microsoft Office.

- **Other Qualifications** – Valid Driver’s license and proof of auto liability insurance required; must be able to travel using personal vehicle throughout day as needed. Ability to complete Adult First Aid/CPR training. Eight or more hours of training in accordance with the Agency Provider Rule 5123:2-2-01.

**COMPETENCIES:**

- **Communication-** Refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Conflict Management-** Prevents, identifies and resolves conflicts as opportunities for improvement. Good at focused listening. Can resolve tough agreements and settle disputes equitably. Can find common ground and get cooperation with minimum disruptions.
- **Interpersonal Skills-** Relates well to all kinds of people, inside and outside the organization, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations comfortably.
- **Motivating Others-** Creates a climate in which people want to do their best. Can motivate a diverse workforce. Empowers others and invites input from each person and shares ownership and visibility. Makes each employee feel his/her work is important.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the individual is traveling offsite to work within the community the majority of the time. They may occasionally need to move about the production floor. They occasionally operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with clients, customers and others in the office while interacting. The individual must be able to review their work for errors. They must regularly lift, push, pull, and/or move up to 75 pounds. The individual must be capable of maneuvering and loading wheelchairs.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently occasionally exposed to changing weather conditions while out in the community. The individual occasionally works in a controlled climate. The noise level in the work environment is usually low to moderate. The work environment may involve exposure to individuals with medical and behavioral risks.

**Employee Signature:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Printed)**