

#219 Job Coach
Classification Level 7
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 8/22/19 External: 8/26/19

Hours: Full Time up to 40

Salary Range: \$11.60 - \$19.33

Apply To: R. Klemme

REPORTS TO: Adult Program Manager

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Job Coach is responsible for providing training for adults with disabilities to enable them to gain and maintain skills, and increase independence in order to be competitively employed. This individual must be able to train participants in a variety of work settings to ensure that the quality standards of the jobs are being met.

TYPICAL RESPONSIBILITIES:

1. Provide one on one job training.
2. Evaluate, train and monitor participants in a work setting, on site and in the community.
3. Understand and teach the standards, procedures and methods of the tasks conducting training on.
4. Complete evaluation forms and training notes of assigned participants.
5. Complete all required paperwork in a timely and accurate fashion.
6. Provide input, design and implement strategies to engage individuals in vocational and soft skill training as well as community integration curriculum.
7. Communicate individual's performance, progress and behaviors in a timely manner.
8. Maintain a safe and clean work environment by training proper safety techniques.
9. Provide transportation to and from community sites as needed.
10. Work the hours that are assigned to person being trained.
11. Establish and maintain relationships with volunteers, community partners and KAC staff.
12. Report any behaviors to management in a timely manner.
13. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
14. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Monitor breaks and lunch in cafeteria.
2. Work evenings or weekends as required by assigned employee's work schedule.
3. Provide personal care assistance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

8/20/2019

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MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- One-year experience working directly with adults with developmental disabilities
- Possess good oral, written, verbal and visual communication as well as observation skills.
- Valid driver's license with good driving record.
- Data entry computer skills
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Experience in job training
- Second language (Spanish or American Sign Language)
- Experience with crisis intervention
- First aid and CPR training certification

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 40 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.