

**#112 Job Coach**  
Classification Level 7  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External: 5/6/2021**

**Hours: 15-29/week (7:45 a.m. – 12:15 p.m.) – Variable Days**

**Season Dates: May 24<sup>th</sup> – August 13<sup>th</sup>**

**Apply To: Gary Eckstein**

**REPORTS TO:** Vocational Outreach 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 a part time, flexible hour position that provides individualized support and on-the-job training for youth and adults with special needs.

**TYPICAL RESPONSIBILITIES:**

1. Perform task analysis for assigned work locations and jobs.
2. Developing training programs including success measures based on the job metrics.
3. One on one training to ensure the employee is successful at the chosen job.
4. Work the hours that are assigned to the employee.
5. Complete all required paperwork in a timely and accurate fashion. (time keeping, progress, etc.)
6. Design and implement strategies to engage individuals in vocational and soft skill training.
7. Establish and maintain relationships with employers, community representatives and KAC staff.
8. Provide supervision as needed during break and lunch times.
9. Provide input on and execute a job skills and community integration curriculum.
10. Participate in required 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.
11. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Act as a backup supervisor for participants.
2. Work nights and weekends as required by assigned employee's job.
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.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- 1-year experience working with persons with disabilities
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 2/3/2020

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**PREFERRED QUALIFICATIONS:**

- Training or experience in job training
- Bilingual

**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 75% 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 varied.

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.