



POSITION AVAILABLE

Date Posted: March 12, 2021

Closing Date: Until filled

Position Title:	Job Coach	Reports To:	Community Employment Manager
Division:	Community Connections	Civil Service Status:	Classified
Hourly	\$13.84	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED; training and/or related experience work skills training (preferred but not required.)

LICENSURE OR CERTIFICATION REQUIREMENTS:

ODODD Adult Services Worker (may be acquired after employment according to ODODD guidelines).
Must obtain certificate of completion for DODD/OOD orientation to supports employment, CESP (Certified Employment Support Professional, may be obtained after employment)

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Provides training on job responsibilities in a community setting (e.g. job coaching). Provides supervision and habilitation services to individuals served in various basic skill areas (e.g., mobility, self-help, emotional, communication, motor, functional academic, daily living, etc.); provides training and supervision; implements and monitors goals and services outlined in Individual Service Plans (ISPs), Transition Plans, Work Services Plans, or specific referrals from internal or external sources; utilizes systematic training methods and procedures to implement ISPs, Transition Plans, Work Services Plans, or specific referrals from internal or external sources objectives; monitors individuals' development during training as outlined by individual plans; maintains atmosphere of effective behavior and encouragement in training programs; provides transportation to and from job sites.

Performs additional services/projects to assist with training in various skill areas (e.g., production, communication, mobility, etc.); obtains and adapts materials and equipment for training; assists in Employment Development process (i.e. job explorations, interviewing); participates in team meetings and development of specific planning processes for individuals served; generates and implements ideas for programming to help individuals recognize and reach their full potential in terms of work and employment outcomes; serves as a resource to families and individuals regarding benefits & employment and other services available thru the Warren County Board of Developmental Disabilities.

Performs daily documentation of individual progress (including completion of the following forms—Employment Readiness Assessments, Job Coaching Report Forms, Stabilization Reports, Weekly Job Coaching Reports, Performance Evaluations and Work Adjustment Logs for individuals served); assists in establishing goals and setting up programs to accomplish objectives; prepares plans for instructional activity; accurately documents participant time sheets.

Attends to physical needs of individuals as necessary (e.g., assists with feeding, toileting, changing soiled clothes, mobility, illness, etc.); lifts up to forty (40) pounds, positions, and moves individuals in a safe manner, according to in-service training, using proper lifting techniques. Determines need to call (and calls) nurse or program instructor to assist individuals as necessary; completes seizure, illness, accident, and behavior incident reports as required.

Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities
42 Kings Way
Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org

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