

## GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

### POSITION DESCRIPTION

**POSITION TITLE:** Job Coach/Trainer (on call, 0 – 40 hours/week)

**STATUS:** Support Staff / Non-Exempt

**DEPARTMENT:** Employment & Training

**SALARY RANGE:** 3

#### **1. CHARACTERISTICS OF THE JOB:**

Shall conduct training on the job, in the naturally occurring environment, or other community based locations. Work assignments will be based on program and client need. Work is temporary and intermittent. The particular skills being trained will vary depending upon the particular purpose of each individual training. Total training time varies depending upon the skill being trained and the individual's skills and abilities.

#### **2. PROVIDES SUPERVISION TO:**

None

#### **3. RESPONSIBILITIES - ESSENTIAL FUNCTIONS:**

- A.** Performs one to one training functions with clients.
- B.** Using variety of teaching strategies, helps client learn particular tasks.
- C.** May conduct a task analysis, arranging all tasks into sequential teachable components.
- D.** In a work setting: (1) monitors and teaches work related skills and behaviors such as appropriate communication, on-task behavior, grooming, appropriate social interactions. (2) identifies employer or consumer concerns and tries to resolve potential problems without intruding on the employer/supervisor relationship. (3) ensure that task is completed according to the standard established for that task.
- E.** May conduct travel training and/or site duties to maintain client's job (e.g. purchase clothing, equipment, personal schedule).
- F.** In ILS training: provide training in skill(s) identified in the client's training plan, based on assessments done by Coordinator or Manager.
- G.** Job Coaches will be responsible for providing clients with satisfaction surveys on a regular basis to be determined by the individual's plan.
- H.** Represent Agency in a courteous and professional manner at all times.

## **JOB COACH/TRAINER**

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- I. Ability to travel to consumer worksite. Most travel is within 30 mile radius of corporate office.

### **ANCILLARY FUNCTIONS:**

- I. Reports regularly to supervisor on client's progress.
- J. Complete and submit all required reporting forms, including hours worked in a timely manner.
- K. Identify and implement appropriate fading strategies.
- L. May participate in staffing with referral counselor or other professionals providing services to clients.
- M. Adhere to company policies.
- N. Perform other job related duties as assigned by the supervisor.

### **4. QUALIFICATIONS:**

- A. Experience working with persons with developmental disabilities. Additional experience working with persons with mental illness or head injuries is preferred.
- B. Knowledge of behavior modification and techniques and ability to conduct a task analysis. Ability to develop appropriate teaching aids and suggest accommodations or assisting devices.
- C. High School Diploma or equivalent.
- D. Understanding of independent living skills and/or competitive work standards with employer perspectives and expectations.
- E. Willingness and ability to train a variety of skills in varied environments, with different physical demands.
- F. Patience, reliability, problem solving ability, as well as diplomacy and negotiation skills.
- G. Willingness to accommodate a flexible work schedule. On occasion, it may be necessary to work on a weekend or in the evening.
- H. Excellent oral and written communication skills, and the ability to interact professionally with a wide variety of individuals.
- I. Access to own transportation; must have current drivers license and acceptable DMV report and liability insurance.

### **5. WORK ENVIRONMENT:**

Depends wholly on the setting in which the training is to take place. Each has a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting and ground surfaces.

**6. PHYSICAL REQUIREMENTS:**

Depends on training site and skill being trained: standing, sitting, bending, stooping, lifting, grasping and stretching. Visual skills. Vehicle travel.

**7. IMMEDIATE SUPERVISOR:**

Either Vocational Counselor, E & T Coordinator, Employment or Vocational Service Specialist or Employment & Training Manager.

**8. APPROVAL:**

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**DATE**

**9. ACKNOWLEDGMENT:**

I have read and received a copy of this position description.

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**EMPLOYEE SIGNATURE**

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**DATE**

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**PRINT NAME**