

INCA Community Services Job Description



Title:	Job Coach	Reports to:	Program Coordinator and/or Program Director
Program:	RAVE (Career Opportunities)	Status:	Non-Exempt/up to 40 hours a week
Approved:	November, 2017	Wage:	(see Salary Scale)

Benefits: Health and Life Insurance, Worker's Comp., Social Security and Unemployment

Job Summary: Responsible for following each client's Individual Plan/IP. Assist individuals with developmental disabilities in acquiring and maintaining individually prescribed self-help, socialization and adaptive skills necessary to successfully work in vocational settings. Familiar with the client's individual goals and responsible for maintaining accurate, updated information on the individual, as well as advocate effectively for the individual served. Will provide leadership and assist with the client's production and training programs when needed, will treat all clients with respect and dignity.

This position has a recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

- Responsible for following client's Individual Plan (IP).
- Supervise and provide assistance in vocational production and training programs.
- Responsible for ensuring their client's safety, such as in a case of fire or storm. Will practice fire and storm drills at least once a month, if required.
- Will work when your client works.

General Duties:

- Attend work punctually and regularly to provide consistency of care for clients so they enjoy a stable non-disruptive environment.
- Assure all required paperwork is accurate and submitted in a timely manner.
- When a program vehicle is being used, mileage sheets and pre-trip inspection sheets will be used and turned in to the clerk in a timely manner.
- Attend upon request all clients' IP meetings, staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

- Works under the supervision of the program director.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Good role model for others.
- Courteous and professional manner with business, agency and community contact individuals.
- Work harmoniously with fellow employees and clients to generate productive, cohesive work environment.
- Treat all clients with respect and dignity.
- Knowledge and understanding of DHS/DDSD policies and procedures to help better understand and work with individuals with developmental disabilities.
- Ability to read, interpret and implement program guidelines efficiently and effectively and make routine decisions in accordance with agency policy;
- Good verbal and written communication skills.
- Ability to handle stressful and sensitive situations in a professional manner.
- Maintain confidentiality with tact and discretion.

Qualifications:

Education:

High school diploma or GED equivalent.

Experience:

- Experience in reading, interpreting and implementing guidelines and following written and oral instructions.
- Experience in record keeping preferred.
- Preference given to experience in typing, computers, bookkeeping, and office practices.

General:

- Must be at least 18 years old.
- Must have reliable transportation with at least liability insurance
- Valid Oklahoma driver's license.
- Character references required.
- OSBI, MVR, Community Serve Registry and Drug/Alcohol Testing clearance required.
- Cannot be listed on the Sex Offender Registry or the Violent Offender Registry.
- Must have completed or complete all mandatory training as required by DDSD policy to work with individuals with developmental disabilities.

Physical Requirements: Employee must be able to:

- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height.
- Operate a motor vehicle with valid vehicle insurance and driver's license.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Developmental Disabilities Behavior Acknowledgment

Acknowledgment: I have been made aware that people with developmental disabilities are capable of unpredictable as well as inappropriate behavior. I agree that I am voluntarily accepting such risk of being exposed to such inappropriate and/or harassing type behaviors by the individual and will report and discuss such behaviors with the Program Director immediately.

Signature of Employee:

Date: