



MADONNA EMPLOYMENT SERVICES
JOB COACH

POSITION SUMMARY:

A job coach is an individual who is employed to help people with disabilities learn, accommodate, and perform their work duties. In addition to working on skills related to performing specific job tasks, a job coach also helps with interpersonal skills necessary in the workplace. This is particularly important for employees with intellectual and developmental disabilities.

QUALIFICATIONS:

- Have a passion for serving children and adults with intellectual and developmental disabilities.
- High School Diploma required. Some college preferred.
- Strong attention to detail required.
- Excellent oral and written communication skills.
- Strong interpersonal skills and ability to work well in a team environment.
- Be a “self-starter” who needs minimal supervision to complete tasks.
- Experience working in a school setting or with children/adults with disabilities preferred.
- Experience working on a computer utilizing Outlook and experience working in Therap preferred.
- Must have a valid driver’s license, pass background and drug testing.
- Willing to drive clients to and from community outings or their residences utilizing the organization’s fleet.
- Requires the ability to function in a stressful environment.

JOB RESPONSIBILITIES

- A job coach may work with individuals one-on-one and/or in a small group working through their individualized programs. Examples of programs include cooking, shopping, cleaning, life skills and other necessary skills needed to become as independent and as employable as possible.
- Usually, a job coach will work with an individual both in and outside of the workplace. Before entering a place of employment, many individuals can benefit from specific training to help them learn what to expect in the work environment. In this case, the job coach may visit the place of employment to understand the requirements of the job and work environment. The coach will then work with the individual to prepare.
- The job coach may also accompany the individual to the work site. This allows the coach to directly observe the abilities of the employee and any areas needing improvement. The employee the receives immediate feedback and assistance.
- The coach will assess the worker’s strengths and needs or may rely on an already completed assessment. The job coach is required to enter notes daily into the individual’s profile in Therap, a web-based program.
- Job coaches are also required to provide transportation either around the community or to and from their residences on a route utilizing Madonna’s fleet.

HOURS: Monday - Friday 8:00 am – 4:00 pm **SALARY:** \$12-\$14/hour based on experience

BENEFITS (full-time only): Paid time off, Medical & Dental Insurance, Retirement, Life Insurance, Long term disability

TO APPLY submit a resume and letter of interest via email to Tabitha Keating to tkeating@madonnaschool.org.