

INTEGRATED SUPPORTS FOR LIVING, INC
Job Description

JOB TITLE	<i>Job Coach - Direct Support Professional</i>
REPORTS TO	Program Superintendent
DEPARTMENT NAME	Career Services
PAY GRADE	PG-300
DATE REVISED	July 25, 2017

PRIMARY PURPOSE

With guidance from the Career Coordinator/Employment Specialist, works directly with individuals with intellectual and/or developmental disabilities, or individuals who have had brain injury, at job placement sites to assist with specific requirements of their job; to facilitate the understanding of work-related activities and requirements; and help with understanding appropriate work-related behaviors with the goal of providing each client with every opportunity possible to live their lives in a way which maximized their autonomy.

IS LIVING CORE COMMITMENTS:

- Be effective, accept responsibility and pursue competence;
- Offer quality, ethical and professional service that is transparent and appropriate;
- Be responsive, flexible, respectful, welcoming and professional in your communication and relationships;
- Offer enriching experiences through imagination and creativity that promotes both autonomy and comradery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With guidance from the Coordinator, the Coach will:

1. Provide one-on-one job coaching to help clients learn how to apply their abilities to their jobs and how to apply their skills, talents and energy
2. Perform initial and ongoing task design, accommodation and training using a variety of mediums
3. Identify and promote soft-support opportunities: behavioral, structure, interventional, visual and natural
4. Work toward permanent placement with career advancement goals
5. Adjust support plan over time as necessary

OTHER DUTIES AND RESPONSIBILITIES

Accepts and completes other duties as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Must have a rehab-related degree, **OR**
Must have a High School Diploma (or equivalent), and a minimum of six (6) months Job Coaching experience or, at least one (1) year of hands-on experience working individuals with intellectual and/or developmental disabilities, or individuals who have had a traumatic brain injury, or other vulnerable population or be an Instructional Assistant qualified by public school or ESD, and

- Must successfully complete EOPII training or Achieve CESP certification within (or agreed upon equivalent) within first 6-months of employment in this position, and
2. Must be willing to satisfy the training on competency-based standards and successfully meet credentialing requirements as provided for by IS Living during trial employment period.
 3. Must be a great communicator with excellent listening skills, multitasker, able to effectively assist clients and business in the discovery of any potential opportunities as employees and employer, must be intuitive and able to see the potential.
 4. Must have a great passion to help others and endeavor to apply skills in a rehabilitative community-based setting.
 5. Must be able to maintain records, prepare reports, compose correspondence, and to meet deadlines and achieve required outcomes.
 6. Must be willing to comply with data privacy requirements and maintain confidentiality of sensitive information.
 7. Must be able to interact with individuals with intellectual, developmental disabilities and brain injuries with patience, compassion and commitment to individual needs, Must be able to work independently with limited supervision AND must be able to work in a team environment and produce results in conjunction with fellow team members.
 8. Must be able to pass a drug test and ODDS Criminal History screening.
 9. Must possess a valid Oregon driver's license (and an acceptable driving record), provide reliable transportation and proof of insurance to perform work-related business.

SAFETY SENSITIVE RESPONSIBILITIES

A. This position is responsible for performing duties defined under Oregon Department of Health and Human Services licensing, certifications and endorsements:

Yes No

PHYSICAL DEMAND

A. The physical effort typically applied in this job includes:

Lifting Pulling Reaching Manipulating
 Carrying Pushing Shoveling Keying/typing
 Other (specify)

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1 lb.		X		
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.		X		
More than 60 lbs.	X			

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

MENTAL OR VISUAL DEMAND

Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications.

WORKING CONDITIONS

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> None			

B. The statement below best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

The job can typically be performed under comfortable working conditions; however, depending on the placement, other elements may be present during performance of the job.

ATTENDANCE

Compliance with general company standards is required.

SAFETY

Compliance with general company standards is required.

FLSA STATUS

Non- Exempt

EEO CLASSIFICATION:

	Executive/Senior Level Officials		Administrative Support Workers
	First/Med-Level Officials & Managers		General Labor
	Professional		Technical
	Operative		Craft
	Sales	X	Service Worker

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Manager</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

****FOR INTERNAL USE ONLY****

Please insert "X" or "NA" in the corresponding box:

<input type="checkbox"/> Picture (Headshot)	Date Completed _____	Initials _____
<input type="checkbox"/> Badges	Date Completed _____	Initials _____
<input type="checkbox"/> Handbook	Date Completed _____	Initials _____
<input type="checkbox"/> Business Cards	Date Completed _____	Initials _____
<input type="checkbox"/> Email Address	Date Completed _____	Initials _____
<input type="checkbox"/> Computer (Select from below)		
<input type="radio"/> Laptop	Date Completed _____	Initials _____
<input type="radio"/> Desktop	Date Completed _____	Initials _____
<input type="checkbox"/> Log-In ID	Date Completed _____	Initials _____
<input type="checkbox"/> Phone (Select from below)		
<input type="radio"/> Cell	Date Completed _____	Initials _____
<input type="radio"/> Personal	Date Completed _____	Initials _____
<input type="checkbox"/> Keys (indicate what key are for below)		
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="checkbox"/> Security Code	Date Completed _____	Initials _____
<input type="checkbox"/> Training (Select all that apply from below):		
<input type="radio"/> Relias	Date Completed _____	Initials _____
<input type="radio"/> OIS	Date Completed _____	Initials _____
<input type="radio"/> FS/BSP	Date Completed _____	Initials _____
<input type="radio"/> Core Competencies	Date Completed _____	Initials _____
<input type="radio"/> Other _____	Date Completed _____	Initials _____
<input type="checkbox"/> Workstation	Date Completed _____	Initials _____
Fuel Code	Date Completed _____	