



Position Title:	Job Coach
Program/Region:	Jobs Plus / Solano County
Reports to:	Employment Services Manager
Classification:	Regular, On-Call, Non-Exempt
Compensation:	\$13.50 Hourly (Non-Benefitted Position)

Agency Description: Caminar is a nonprofit agency with over 40 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 400 of the most dedicated and professional staff serving the communities of San Mateo, Solano and Butte counties.

Position Description: Under the supervision of the Employment Services Manager, the Job Coach is responsible for analyzing job tasks of clients of the *Jobs Plus* program so that s/he can provide on-the-job training. S/he must develop and maintain productive working relationships with employers and clients to ensure the continuation of the good reputation of the agency for providing quality employees who have disabilities. This is an On-Call position with irregular hours and requires the ability to maintain a flexible work schedule.

Essential Duties & Responsibilities:

- Analyze job tasks and develop a job training program for each position.
- Identify client learning needs and make appropriate recommendations.
- Provide supervision and constructive feedback to client employees.
- Evaluate and document clients' job performance.
- Act as a role model for clients, demonstrating productive work skills and professional behavior.
- Negotiate work site adaptations with employers.
- Provide support services to clients, their families, employers, and care providers as necessary.
- Develop and maintain a respectful, caring, tolerant, ethical, and empowering relationship with all individuals served.
- Develop and maintain productive working relationships with employers in the community, encouraging them to accept people with disabilities as employees.
- Attend training events as assigned by supervisor.
- Promote the services of *Jobs Plus*.
- Comply with all state Department of Rehabilitation (DOR) regulations and CARF standards, as well as all agency policies and procedures.
- Ensure that all client records are properly maintained, stored, and kept confidential at all times.
- Attend and participate in a weekly staff meeting.
- Foster productive relationships with DOR as necessary.
- Participate in the effort to keep program offices clean, safe, attractive and comfortable at all times.
- Negotiate stairs of employer facilities and other job-related venues and maintain the ability to carry items weighing up to 25 pounds so that job functions can be carried out effectively and in a timely manner.
- Drive own vehicle to main office, meetings, and other venues, as required.
- Promote within the agency and with the general public the philosophy and practice of social rehabilitation.
- Relieve other Job Coaches, as assigned.
- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as required.



Experience, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- High School diploma plus a minimum of one year of direct service provision to people with disabilities, preferably in a social rehabilitation or vocational setting.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

Physical, Environmental and Mental Requirements:

- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office, manufacturing, retail and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.



Special Requirements:

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
- This position will require frequent driving so maintaining a valid CA driver license, reliable personal automobile, a clean driving record, and current insurance as required by law are essential job requirements.
- TB clearance and physical exam post-offer, pre-employment.
- Must obtain and maintain CPR/First Aid certification.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "JPSO JC" in the subject header of your email). No Phone Calls Please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer. Please visit our web site at www.caminar.org