

## **JOB COACH**

**JOB DESCRIPTION:** Reporting to the Job Coach Coordinator, the Job Coach is responsible for providing oversight and direction to individuals with intellectual and developmental disabilities, and those who may have other employment barriers. Job Coaches support participants as they carry out job duties in BCRC's Production Center; through job exploration; community worksites; and through participation in volunteer opportunities and community activities that develop life skills and foster independence.

### **JOB STATUS:**

- Part time: weekdays, 4-days a week, daylight hours, 7:30 a.m. – 2:30 p.m.

**LOCATION:** 131 Pleasant Drive, Aliquippa, PA 15001

### **KEY JOB RESPONSIBILITIES:**

- *“Teach Work with Work”* by providing training and supports to program participants throughout their workday in BCRC's vocational workshop as they complete work tasks that assist them to complete work task, develop good work habits and build on established work skills that will transfer to new work scenarios.
- Performs job and task analysis, as well as job skills inventory and develops and creates simulated job activities and classes to provide training to participants to develop strengths, learn new job skills, improve problem solving and decision-making skills which assist them to achieve their employment goals and prepare for competitive employment
- Maintains a positive relationship with community employers and agencies and provides Community Participation Support by identifying and implementing activities through community events, volunteer opportunities and supported employment as needed using company and personal vehicle with mileage reimbursement
- Partners with Program Specialist to incorporate participants' goals in their employment and community participation experience by engaging with them in community activities that support the development of life skills, self-advocacy and self-determination
- Writes case notes, tracks production, monitors and maintains quality control for all work completed by participant and accurately documents progress, billing information and participant payroll

### **QUALIFICATIONS:**

- High school diploma or equivalent required
- Some post-secondary training / education beneficial
- Experience working with individuals with disabilities helpful not necessary, ongoing training provided
- Ability to successfully work in a team environment
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license required
- Able to pass required background checks and clearances

**BENEFITS:** Paid time off and 11 paid holidays. BCRC is an Equal Opportunity Employer.

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