

# Parents & Friends, Inc.

*Serving People With Developmental Special Needs Since 1955*

## **Addendum to Program Assistant Job Description: The Job Connection: Job Coach**

**A Job Coach** helps develop and provide On/Off-The-Job training in all areas relating to employment on the Mendocino Coast for clients of CA Department of Rehabilitation and Redwood Coast Regional Center. This program serves adults with Developmental Disabilities and occasionally serves students in the local transition program. The Job Coach usually works one-on-one with clients in their workplace; however, the Job Coach can supervise work groups of 2 or 3 people in a supported employment environment. The Job Coach represents Parents and Friends in our business community and must be able to build good, firm relationships with workplace managers and staff.

The Job Coach reports to the Job Connection Manager.

### **Additional Preferred Qualifications:**

1. Job experience working in retail, restaurant, clerical, customer service, teaching, grocery, custodial areas, etc.
2. Ability to serve as a liaison between the program, the client, and the employer and be able to communicate the needs and concerns of the employer and employee to each other and to the Job Connection Manager to resolve misunderstandings and situations in the workplace.
3. Experience working in Social Services is not required.

### **Additional Specific Duties:**

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| A. Implement client's individual program plan | <ol style="list-style-type: none"><li>1. Review duties and responsibilities of client's job with employer, including both formal and informal requirements. <b><i>Essential Function</i></b></li><li>2. Together with our client, Job Connection Manager, Job Development Manager and employer, develop and implement person centered planning goals and a training strategy focusing on both qualitative and quantitative factors of the job. <b><i>Essential Function</i></b></li><li>3. Specific duties may include medical support, transportation, or personal care needs. <b><i>Essential Function</i></b></li><li>4. Other duties as assigned.</li></ol> |
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Signature of Employee Performing Above Job Description  
*Rev 1/15/15*

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Month      Day      Year