



## JOB DESCRIPTION

<b>Position Title:</b>	Job Coach	<b>Date:</b>	April 24, 2018
<b>Department:</b>	0026 – Honor Health Deer Valley Enclave	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Community Based Supervisor		

**POSITION PURPOSE:**

Responsible for the Enclave settings of training participants with special needs. Provide daily supervision of participants including: schedule assignments, maintain accurate documentation of participants activity records and data integrity; communicates with participants regarding their work progress. Handle special scheduling needs; ensures completeness, accuracy and security of participant status and pertinent record keeping in compliance with Division of Developmental Disabilities (DDD). Oversee participants job development, job placement in Group Supported Employment (GSE). Work closely with the Community Based Supervisor to establish goals, process improvements and enhance operational efficiencies.

**SUPERVISES:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Responsible for data entry and monitoring participants' time and attendance; maintain documentation for participant files including required records for compliance.
- Vocationally train participants who are on a minimized schedule, including auditing files and advising parents prior to assignment, check for Quality control and ensure proper paperwork is complete.
- Report to case manager the development, challenges and pace of participants growth. Act as liaison for Division of Development Disabilities (DDD) requests. Provide support and follow-up on communications to participants, as well as parents.
- Develop monthly report for funders; keep up to date training records of participants.
- Serves as liaison between STARS and enclave employer. Develop relationships with clients, parents and enclave employer
- Assist in intake and initial evaluation of persons referred to and accepted by STARS in the Community Based Program and Group Supported Employment Departments; including evaluation of medical records to determine transferability, creation of proper schedule and assignment prior to job placement.
- Monitor assigned performance of participants flagged by the enclave employer that might experience on-the-job difficulties or require more guidance.
- Complete skill and behavioral assessments as well as evaluations on an annual basis of participant's files, maintain updated information in system database to ensure data integrity.
- Under direct of the Supervisor; plan and effectively manage off-site services.
- Develop, implement, and evaluate Individualized Program Plans.
- Monitor work progress of participants following each assignment in conjunction with the enclave employer. Assist in the notification of participants that are not meeting the STARS policies on assigned expectation progress.
- Interface with supervisor, parents and other departments as necessary to ensure the smooth operations of the Group Supported Employment department and STARS.
- Teach individuals with various mental and/or physical challenges, individually or in groups; supervise participants in the program and train various contracts and/or vocational skills
- Ensure safety and well-being of consumers adhere to OSHA Standards.



- Assist in daily operations of the department; effectively train participants and staff, as directed by the Supervisor.
- Position will be located at enclave employer with use of STARS issued tablet for web-based case noting, emails, and other work-related duties,
- Travel to STARS offices may be required for meetings.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent organizational skills and strong attention to details. Excellent written and verbal communication skills.
- Knowledge of developmental disabilities and of training/intervention strategies used with individuals with developmental, as well as other disabilities.
- Knowledge of behavior modification skills.
- Demonstrated skills in time management, multi-tasking and priority setting.
- Ability to effectively work independently and professionally.
- Ability to plan, anticipate needs, have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with participants, staff, families and people from various funding sources.
- Strong technical skills with the ability to learn new programs quickly and independently.
- Above average proficiency in Microsoft Office Suite; specifically, Word, Outlook, Excel.

**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in Business Administration, Human Services, Public Health, Behavioral Health, or related field; preferred. OR, any equivalent combination education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- One-year experience in vocational, rehabilitation, social work, psychology or similar human services/education preferred. Must have personal enthusiasm for working in a non-profit organization serving individuals with disabilities.
- One-year supervisory experience highly preferred; One-year supervisory experience working with individuals having developmental disabilities highly preferred.
- Must have AZ driver's license, clear driving record and meet requirements by agency's insurance. Must meet DES requirements for fingerprint clearance. Must undergo a background screening. Must have reliable transportation.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

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Job Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Based Supervisor

\_\_\_\_\_  
Date