

CLAUSEN HOUSE JOB DESCRIPTION

Clausen House Supported Employment Program

Job Description

Position Title: Job Coach

Department: Supported Employment

Incumbent: _____

Supervisor: Veronica Santana

Status: Non-exempt, Full-time, Part-time

Essential Functions:

- Responsible for one-on-one training of a developmentally disabled adult.
- Ensure that the individual is presentable and appropriate for work.
- Train employee with new job tasks.
- Assist employee with scheduling and work adjustment.
- Discuss employee's behavior problems with the Director of Supported Employment and then work with the employee to correct inappropriate behavior.
- Apply work safety guidelines and practices at each job site
- Complete required paperwork for the Department of Rehabilitation and turn in on the last day of each month.
- Complete required paperwork for the Regional Center of the East Bay, in a timely manner.
- Fill in for other staff when they are sick or on vacation.

Education Required:

- Prefer Bachelors Degree in Social Services and/or substantial experience working with individuals with developmental disabilities

Job Requirements:

- Creative teaching ability
- Strong interpersonal, verbal and written skills

- Ability to meet new people with ease and communicate effectively
- Able to work independently
- Must be reliable and punctual
- Must have own car valid driver's license, current auto insurance and clean DMV record.
- Ability to receive fingerprint Livescan clearance

PHYSICAL DEMANDS

- **Endurance –Moving About: Frequently** (1/3 to 2/3 of the time) Move from location to location, up to .5 miles or more at a time. Standing and walking occurs at least 85% of the work day when assisting consumers.
- **Endurance-Overall Strength:** Some sedentary work. Bending, lifting and squatting, with objects weighing up to 40 lbs. Must be able to handle consumers with physical impairment problems. Exerts force and or lifts or carries objects weighing up to 40 pounds occasionally.

ENVIRONMENTAL CONDITIONS

- **Location:** Inside/Outside - Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors accompanying consumers to assist with daily chores/activities.
- **Stairs/Steps:** Periodic – Does not occur on every shift. Ascend and descend stairs, steps or similar uneven surfaces to access any required work area or other areas related to functioning in the workplace.

Signed: _____ Date: _____

Supervisor: _____ Date: _____