

Position: Supported Employment Job Coach

Job Type: Part-time

Pay: \$14.00 - \$14.50 per hour

Job Description:

- Responsible for one-on-one training of a developmentally disabled adults
- Ensure that the individual is presentable and appropriate for work.
- Train employees with new job tasks.
- Assist employees 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.

Education Required:

- Prefer Bachelors Degree in Social Services/ Psychology 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 their own car valid driver's license, current auto insurance and clean DMV record.
- Ability to receive fingerprint Live Scan clearance

Benefits:

- Vision insurance

Hours per week:

- 20-29

Pay Frequency:

- Bi weekly or Twice monthly