

Job Coach

Clausen House - Oakland, CA 94610

\$15.75 an hour

Supported Employment

PURPOSE:

Provide on-the-job support to client employees who are currently working at various job sites by assisting client employees in meeting their goals and performing successfully in their position. Provide instruction as needed, and facilitate communication between the manager and client employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- 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.

QUALIFICATIONS:

- Prefer Bachelor's Degree in Social Services and/or substantial experience working with individuals with developmental disabilities
- 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 work a flexible schedule.
- Possession of sufficient physical stamina to assist clients.
- Able to communicate, both in writing and verbally, in a clear, concise manner.
- Criminal record clearance.
- Obtain and maintain current First Aid and CPR certificates.

The successful candidate must:

- Possess a valid Driver's License, an automobile and car insurance. (Mileage is reimbursed)
- Have a flexible schedule in order to visit clients during their work hours.
- Be able to communicate effectively both orally and in writing.
- Ability to meet new people with ease and communicate effectively
- Have basic computer skills
- Successfully complete a background check and TB test.

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 client employees.

Endurance-Overall Strength: Some sedentary work. Bending, lifting and squatting, with objects weighing up to 40lbs. Must be able to handle client employees with physical impairment problems. Exerts force and or lifts or carries objects weighing up to 40lbs. occasionally.

ENVIRONMENTAL CONDITIONS

Location: Inside/Outside – Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors - accompanying client employees to assist with daily work tasks/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;.

If interested please send your cover letter and resume to:

Attn: vsantana@clausenhouse.org

Visit our website: www.clausenhouse.org

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Job Type: Full-time

Salary: \$15.75 /hour