

EMPLOYMENT COACH

VARC, Inc.

Reports to: Employment Specialist

Department: Rehabilitation

Classification: Non-Exempt

Division: Corporate, Richland, Sauk

Date: January 5, 2009

Approved: 

JOB SUMMARY:

Directed and supervised by the Employment Specialist, the Employment Coach is directly involved in the process of job training and the provision of support to clients placed into community work sites through VARC, Inc. Job requirements are highly individualized and based upon client need and placement.

ESSENTIAL FUNCTIONS:

1. Specific, on-site job training.
2. Facilitate job modification where applicable.
3. Provide supportive supervision to client.
4. Arrange/provide transportation for client.
5. Initiate positive communication/relationships between clients and their co-workers/employers.
6. On-site evaluation of client's performance.
7. Perform client's job in the community for a short duration of time if client is unable or unwilling.
8. Assist in maintaining Corporation records and documentation.
9. Attend client staffings, department, committee, and unit meetings as necessary.
10. Assist with the Supported Employment Services as assigned.
11. Serve as a positive role model for clients.
12. Accepts other duties as assigned.

QUALIFICATIONS:

Minimum of high school degree or equivalent (GED). Prior experience working with individuals with varying abilities highly desirable. Willingness to enroll in additional training as required. Must be flexible in the scheduling of work hours. Ability to perform the supported job in the absence of a client. Must possess a valid Wisconsin driver's license and be insured in the state of Wisconsin. Must have a reliable means of transportation.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature Date

Supervisor Signature Date