**PROMISING FUTURES INC.**

JOB COACH

CENTER FOR INDEPENDENT ACHIEVEMENT (C.I.A.)

Job Description

**Minimum Qualifications:** High school diploma. One year experience working with people with developmental disabilities with moderate to severe behaviors.

**Responsibilities Include:**

* Carry out meaningful community experiences that include vocational, transportation, safety, communication, social, recreational and community based training.
* Implement measurable consumer goals in accordance with IDT recommendations, assessment and person-centered planning.
* Provide on the job training and support to consumers to ensure stability and growth in job placements. Develop professional relationships with employers and keep supervisor informed of all developments.
* Track and summarize consumer ID notes, goals, monthly summaries and complete any other required program documentation such as incident and accident reports and behavior incident reports as required.
* Participate in mandatory staff meetings, workshops and in-service trainings.
* Attend to consumer personal needs including feeding, toileting, bathing, changing and dispending of medications along with other appropriate needs of the consumer at all times.
* Ability to provide physical assistance to clients as needed to follow through on Behavioral Intervention Plans, including emergency interventions as instructed in Crisis Intervention and Prevention, IE (not limited to) lifting, escorts and restraints.
* Follow weekly schedule for community based vocational training.
* Ensure consumer safety, protection of their individual rights and dignity at all times.
* Teach and attend group training sessions and provide individualized support to consumers on job sites.

**Supervision:**  Responsible to Director of C.I.A.

I have received a copy of my job description. I understand and agree to adhere to my job responsibilities as listed above.