

# Job Coach

## Job Details

Level	Entry Level
Job Location	San Francisco Bay Area (SF, East Bay, Peninsula)
Position Type	Full Time
Education Level	Associates Degree
Salary Range	\$20-\$20 Hourly
Job Category	Nonprofit - Social Services

## Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

## Position Summary

Creates a learning environment in which adults with developmental disabilities can learn to function more independently in their home, in the community, or at work sites. Designs instruction methods based on measurable objectives, maintains records of client progress, analyze barriers to learning, and creates alternative instructional plans to overcome barriers to learning. May travel to, and work with clients in their homes, at work sites, or in the community. Responsible for coordination of individualized service delivery to clients. Responsible for resource development for all client centered service needs. Responsible for providing a range of services to adults with developmental disabilities that could include but not limited to:

<ul style="list-style-type: none"> <li>• Paid Work instruction</li> <li>• Employment Placement &amp; Support Services</li> <li>• Mobility Training</li> <li>• Sensory Integration Activities</li> <li>• Academic Activities</li> <li>• Behavior Plans</li> <li>• Performance Improvement Plans (PIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Activities</li> <li>• Community Involvement (self-advocacy)</li> </ul>
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## Essential Duties and Responsibilities

- Works with clients on a one on one basis or in a group setting to provide a wide range of services.
- Serve as the onsite expert and main point of contact to employer partners.
- Develops and implements direct coaching plan for clients in preparation for work and at place of employment.
- In conjunctions with service manager(s) prepares annual calendar for program participant reviews and assists program participants in facilitates case reviews and goal plan(s) for each program/ service.
- Ensures maintenance of client emergency information, and client records.
- Ensures maintenance of employer contact and emergency information.
- Maintains records and other documents as requested by direct Supervisor; updates IPP information as needed, completes assessments as needed, and maintains daily log of activities and observations.
- Addresses all issues and crises related to client services.
- Ensures implementation of all safety policies and procedures.
- Attends and participates in relevant meetings, conferences and training as assigned.
- Provides ongoing advocacy and follow-along support as needed for implementation of each client's individual plan.
- Assists with the creation and maintenance of community sites and partnerships.
- Performs other duties as assigned.
- Must be able to read and take direction in English
- Keeps record of Associates (UPH) Units Per Hour
- Provides and implements Performance Improvement Plans

## Knowledge, Skills and Experience

- High school diploma or equivalent.
- Experience or interest to work with adults who have developmental disabilities at a variety of functioning levels.
- Comfortable in using various technology: Microsoft Office, Smartphone, Web based time clock.
- Flexible schedule - Some early morning, afternoon, evening and weekend hours may be required.
- Knowledge of and commitment to the principles and concepts of person centered thinking and inclusivity.
- Sensitivity and concerns for the rights and needs of the individuals served, including a desire to relate to those individuals as dignified and competent individuals.
- Clear communication skills, both oral and written.
- Valid California driver's license, safe driving record and current proof of insurability if driving on agency business. You will need to be able to travel to Non-site onboarding of clients. You will also be required to come to Howard as needed for client specific trainings.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

### ***The Arc San Francisco is an Equal Opportunity Employer.***

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.