



Kirstin Care Job Coach

Kirstin Care LLC Supported Employment Program wants to help our consumers get back to work. We are in search of local employers that are willing to create long term partnerships so we can assist our clients in reaching their career goals. We are currently looking for Job Coaches to work during the week day in Camp Springs and Landover office.

Job Coach Responsibilities May Include:

- Knows and complies with all required policies, procedures, regulations and guidelines of Kirstin Care Supported Employment and has a clear understanding of the specific regulations used in his/her department. Is in compliance with the regulations and guidelines when carrying out duties and responsibilities.
- Successfully completes all required in-service trainings and completes re-certifications as required; demonstrates a clear understanding of the issues presented in trainings; is eager to expand knowledge; keeps current with relevant changes and takes appropriate steps to obtain needed information.
- Performs duties in accordance with the philosophy, mission and goals of the agency.
- Works cooperatively and professionally with supervisors, co-workers and guests; demonstrates tact and diplomacy, is supportive, respectful and cooperative; and works well as part of a team.
- Regarding efficiency and effectiveness, takes appropriate action based on circumstances; provides pertinent and comprehensive information to supervisory personnel.
- Regarding punctuality and dependability - Demonstrates the ability to manage personal time by being punctual and gives sufficient notice to immediate supervisor in case of tardiness or absenteeism.
- Acts as an appropriate role model for the clients. Chooses appropriate personal attire based on the circumstances. Maintains appropriate overall appearance and demonstrates proper personal hygiene.
- Regarding Educational Status/Goal setting - Is actively attending classes, workshops, etc. to improve work skills.
- Provides supervision and guidance to all clients in a safe and high quality environment.
- Transports clients in Target vehicles, as needed, in a safe and efficient manner.
- Implements individual behavior management and work skills programs as designed.
- Ensures that all State of Maryland mandated documentation related to the provision of services to clients is completed accurately and submitted in a timely manner.
- Facilitates and encourages appropriate social interactions with clients at their job/volunteer site and/or at their day program.
- Assures that all job tasks assigned to clients both on-site and off-site, are completed to the employers' standards.
- Ensures clients comply with all safety regulations and procedures at their job/volunteer sites and/or at their day program.

- Attends and participates in all scheduled vocational meetings, quarterlies and other meetings, as needed.
- Documents mileage on vehicle mileage sheets and records and stores gas receipts as required.
- Performs weekly vehicle checks and completes and submits requests for vehicle repairs, as needed.
- Ensures that vehicles driven are free of trash and are kept clean.
- Works in all vocational programs as needed.
- Performs job development duties, as needed.
- Ensures that all medications are delivered as ordered per State of Maryland Medication Monitoring Standards.
- Assists with individual task analysis and writing client's plans.
- Position requires regularly lifting 50 or more pounds and the physical ability to restrain.

OTHER RESPONSIBILITIES:

Other duties as assigned by, but not limited to, Program Director, Supported Employment Manager.

SUPERVISION: Supervised by Program Manager and Supported Employment Manager

Job Type: Full-time

Salary: \$10-15/hour

Education:

High school or equivalent (Required)

License:

MD Driver's License (Required)