

**Southwest Ohio Council of Governments**  
**An Equal Opportunity Employer**  
**Job Coach**  
**Job Description**

**Title:** Job Coach

**Reports to:** Assistant Superintendent of Student Services and Programming

**FLSA Status:** Exempt

**Qualifications:**

1. High school diploma or equivalent
2. Must possess a valid Ohio driver's license. If you have an out of state license must provide a driving abstract upon request at the employee's expense.
3. Effective communication skills in English.
4. Access to own motor vehicle.
5. Ohio educational aide certificate.
6. Ability to physically manage students with disabilities.
7. Ability to lift 40 pounds unassisted.
8. Ability to maneuver stairs unassisted.
9. Pass criminal background check.
10. Be physically qualified as determined by an annual physical examination/drug test.

**General Duties:**

This position involves helping individuals experiencing developmental disabilities acquire work maturity skills necessary to obtain employment and independently maintain employment in the community. Job coaches provide ongoing support to participants working in various employment sites within the community. This support is individual based and centered around work-related goals that focus on helping the consumer obtain the maximum level of independence within their job. Job coaches provide the support necessary to ensure success at future employment opportunities.

**Essential Functions:**

1. Consistently model appropriate work maturity skills and hold consumers to the same expectations
2. Always uphold standards of work contract, which may include finding a substitute if individual with disability leaves early or is absent.
3. Provide services to participants without discrimination as to race, religion, sex, age or disabling condition.
4. Monitor consumer's work performance and provide feedback and prompts when needed.
5. Provide proper documentation on all participants' work performance as related to their ISP.
6. Ensure safety is always maintained in the work environment.
7. Contact your direct supervisor with as much notice as possible if ill, or in an emergency.
8. Maintain and model positive, professional working relationships with consumers and other agency staff.
9. Accept and integrate supervision. Includes but not limited to:
  - a. Following the program administrative staff instructions, directives, and ISP procedures. Monitoring case notes and monitoring checks.
  - b. Following supervisor instruction/directions regarding service provided to consumer as monitored by case notes and supervisor evaluations.
10. Provide support to participants regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative, and supportive of the participants.
11. Will and able to substitute consumer service for other job coaches when needed.

12. Through work performance evaluations, demonstrates a solid working knowledge of most frequently encountered disabilities of participants and the ability to provide specific, quality service for them.
13. Willing and able to work with participants with incontinence and/or personal care, in a respectful and professional manner when necessary.
14. Operates equipment (e.g., copier, typewriter, computer, laminator, etc.)
15. Participates, cooperates, and helps supervise emergency preparedness drills (e.g. tornado, fire, etc.)
16. Uses positive guidance techniques to foster development of self-control, self-esteem, and positive social interactions.
17. Assists students with handicap devices and equipment.
18. Performs delegated nursing duties as directed by Registered Nurse according to Board Policy and DODD Policy and Guidelines.
19. Carries out established behavioral plans as approved by the team.
20. Maintains required certificates.
21. Demonstrates regular and predictable attendance.
22. Attends appropriate workshops and professional meetings.
23. Performs duties in conformity to the adopted Board Policy.
24. Displays professional appearance.
25. Performs other duties assigned by supervisor.

**Other Duties and Responsibilities:**

1. Serves as a role model for participants in how to conduct themselves as citizens and a responsible, intelligent human being.
2. Helps install in participants and staff the belief in and practice of ethical principles and democratic values.
3. Shall perform other such duties as the Governing Board may assign/determine.
4. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the County/District.
5. Observes Risk Reduction Safety Rules and Regulations of the Warren County ESC and School Districts, State, Federal OSHA laws and will be evaluated to the extent of compliance and implementation as an employee of such rules and regulations for safety in the workplace while visiting such sites in the line of duties.
6. May serve in the capacity of a van driver for student community outings, field experiences, or instructional activities occurring during the instructional day. The Warren County Educational Service Center (WCESC) will provide required training, orientation, and ongoing support to ensure compliance with Board-approved transportation procedures, safety regulations, and operational expectations.

**Additional Working Conditions:**

1. Possible exposure to blood, bodily fluids, and tissue.
2. Possible operation of a vehicle inclement weather.
3. Implementation of Crisis Prevention Interventions.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have been informed that the most current copy of the Warren County ESC Policy Manual is available for my review in the office of the Superintendent.

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*Signature*

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*Date*