

DEVELOPMENTAL ENRICHMENT CENTERS

JOB DESCRIPTION

JOB IDENTIFICATION:

POSITION TITLE: **Special Needs Job Coach**

PROGRAM: Center-Based

CLASSIFICATION: Non-Exempt

WORK HOURS: Determined by the Program Design

REPORTS TO: Senior Coach / Program Services Manager

ESSENTIAL FUNCTIONS:

Understand, support and implement the goals/objectives of each enrolled member's Individual Service Plan (ISP) through purposeful and age appropriate scheduled activities. All Associates are further expected to acknowledge and practice Developmental Enrichment Centers Core Values as stated below:

- LOVE - Practice unconditional love toward each individual.
- JOY - Happily perform our daily tasks and responsibilities.
- PEACE - Value the importance of a peaceful environment.
- PATIENCE - Take the time to address each individual's needs.
- KINDNESS - Consider the needs of others before ourselves.
- GOODNESS - Demonstrate ethical and honorable standards in all things.
- FAITHFULNESS - Exhibit loyalty and dependability in our personal and professional relationships. •
- GENTLENESS - Patiently listen and respectfully respond to the needs of each individual. •
- SELF-CONTROL-Appropriately manage our response to daily challenges.

(Based upon Galatians 5:22)

DUTIES/ RESPONSIBILITY:

1. Depending on the needs of each member, all or some of the following personal services are to be provided:
 - a. Assistance with self care skills.
 - b. Assistance with physical mobility such as walking, getting up from the ground or floor, transferring from wheelchair to chair and vice versa and in and out of a vehicle and/or bus.
 - c. Assistance with health conditions including seizures.
2. Support, instruct and supervise members in their daily activities at all times.
3. Maintain groups at all times.
4. Complete required documentation, including the case notes on a daily basis, accurately and thoroughly and submit on time.
5. Observe members daily for any physical changes and signs in behavior or demeanor that could be a result of illness, abuse, improper dressing or grooming, medications, etc. Report any observations to your supervisor.
6. Perform all duties to uphold, respect and advocate for the member's rights.
7. Report immediately to your supervisor any incident involving a member.
8. Build and maintain a positive relationship with all DEC care providers, service coordinators, staff and the community. Including performing all duties to professionally represent, exemplify and champion DEC.
9. Participate in member assessment, planning and evaluation processes as required.
10. Transport members if necessary or at family's request and follow all pre-operation and operation policies and procedures, as required. Additionally, adhere to all driving laws and regulations as well as DEC policies and procedures, as required.
11. Maintain and protect the confidentiality of all member information
12. Comply with all state, federal, local laws and regulations as well as DEC policies and procedures.
13. Attend and participate in all mandatory training, in-services, and staff meetings.
14. Perform all other duties, as assigned.

POSITION REQUIREMENTS:

1. On time regular attendance
2. Must dress in appropriate and clean attire. Additionally, must wear closed toed shoes that do not fall off.
3. Must have a valid and appropriate driver's license, as required.
4. Must have a driving record that meets the requirements of DEC policy and DEC insurance carrier underwriter guidelines and requirements, as required.
5. Must have criminal record clearance.
6. Must have current Article Nine Certification
7. Must have current Basic First Aid and CPR certification
8. Must have current Member Prevention and Support Certification if assigned to members with behavior treatment plans and/or significant behaviors.
9. Must be comfortable working with adults/children with disabilities.
10. Must be able to maintain confidentiality.
11. Must exercise good judgment and make competent decisions.
12. Must be flexible with schedule changes, program/group changes, and any other changes administered by management.
13. Must be able to read, write and communicate in English, including writing daily reports and completing all required documentation.
14. Must be able to drive a DEC vehicle, as required.

PHYSICAL & MENTAL REQUIREMENTS:

1. Able to lift 50 pounds
2. Able to sit and stand for extended periods of time.
3. Able to walk for extended periods of time.
4. Able to push and pull for extended periods of time.
5. Able to visually see for extended periods of time.
6. Able to hear and listen for extended periods of time.
7. Able to speak for extended periods of time.
8. Able to bend, squat, stretch, twist or reach out with the body, arms and/or legs as required.
9. Able drive for extended periods of time, as required.
10. Able to assist members in and out of a vehicle or bus.
11. Able to work outside for extended periods of time.
12. Able to write daily and monthly reports and complete all required documentation.
13. Able to maintain a high level of mental concentration.
14. Able to work in a dynamic environment.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING:

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties or other responsibilities not listed. Developmental Enrichment Centers reserves the sole right to add, modify or exclude an essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any job requirement by the Associate, is intended to create a contract of employment or any type of contract. Employment is "at will" and may be terminated at any time by the Associate or employer, without cause or notice.

I have read and understand this job description and I have received a copy.

Associate Name (Print)

Associate Signature Date