

BCRC, Inc.

Position: Job Coach

Job Status: Full time daylight hours, Monday – Friday, 7:15 a.m. – 3:15 p.m.

Part time daylight hours, Monday – Friday, 8:30 a.m. – 1:30 p.m.

Location: Center Township, 131 Pleasant Drive 2nd floor, Aliquippa, PA 15001

Job Description:

Reporting to the Director of Client Services, the Job Coach will be responsible for providing oversight and direction to individuals with disabilities which enable them to learn and accurately carry out job duties in a production center, community worksite, or through volunteer opportunities.

Key Job Responsibilities:

- Provides systematic skill training for all clients being supervised
- Maintains quality control and production quotas for all work performed by clients being supervised
- Develops simulated job labs and conducts classes for clients
- Implements goal plans and behavioral support plans in a consistent and positive manner
- Maintains accurate and complete records, completing client payroll via computer data entry, report form information and checklist as requested
- Work as part of a team taking responsibility for communication and the sharing of client information and progress
- Trains clients in new job skills, independence skills, problem solving skills and decision making necessary for competitive employment
- Performs job and task analysis, as well as job skills inventory
- Transports clients as needed using company and personal vehicle with mileage reimbursement
- Writes client case notes on a daily basis to document progress
- Maintains a positive relationship with community employers and agencies

Qualifications:

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Word, Outlook
- Experience working with individuals with disabilities helpful not necessary, training will be provided
- A valid driver's license
- Able to pass background checks and clearances