



JOB ANNOUNCEMENT

POSITION TITLE: Job Coach
DEPARTMENT: Buckelew Supported Employment
STATUS: Non-exempt, Relief
REPORTS TO: General Manager

GENERAL SUMMARY:

The Job Coach works primarily with adults who have a diagnosed mental illness, who are consumers of Department of Rehabilitation services and/or are in the County of Marin's Behavioral Health and Recovery Services (BHRS) system of care, and who have expressed a desire to work. The Job Coach works with clients individually and possibly in groups, to engage them in the process of obtaining and maintaining employment, including assisting clients at work sites in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements contained in this job description are general details of the position that are necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, and are not an all-inclusive listing of work requirements. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The employee is responsible to perform other related work that is assigned or that should be performed to do the job well. This is a guideline to help understand the responsibilities of the job and a tool to help measure your performance regarding the position. Also, reasonable accommodations will be made to enable an employee with a disability to perform the essential functions of this position.

1. Become familiar with client work site(s), work assignment(s), work flow and routine according to each work site's needs, requirement, and requests.
2. Conduct task analyses and assess accommodations that may be appropriate for each individual client.
3. Assist persons with psychiatric disability at work sites to learn the requirements of the job(s), perform to employers' standards and to become comfortable with the work.
4. Develop working relationships with job supervisors, co-workers and employers to address issues involving clients as they arise and to provide training/consultation as needed in order to gradually transfer on-going coaching responsibilities to employer staff to facilitate job retention.
5. Work various hours within a 24-hour period to accommodate the various job requirements and the client in need of coaching.
6. Meet with work site supervisor periodically and respond to calls in a timely manner. Attend relevant meetings and trainings as needed and/or assigned.
7. Report to the General Manager any problems with job, work site, and/or client in a timely manner.
8. Complete monthly progress and/or job coach reports for Department of Rehabilitation, and any other documentation in compliance with agency procedure manual and CARF accreditation standards.

9. Participate in general vocational program planning by contributing feedback, ideas and suggestions.
10. Maintain professional attitude and appearance in the community, being a positive ambassador for Buckelew Programs.
11. Actively participate in regularly scheduled meetings with supervisor. Attend relevant trainings as needed or assigned.
12. Perform other duties as requested by supervisor.

QUALIFICATIONS:

Education and Experience: An undergraduate degree in mental health or social services, personnel management and/or vocational services, or the equivalent combination of education and experience with this specific population, is required. At least two years' experience working in vocational services, preferably with persons with severe mental illness, required. Strong consideration will be given to applicants with education and experience in the social sciences/psychology/mental health field.

Skills and Abilities: Strong computer skills including intermediate MS Office skills. Experience with database systems helpful. Excellent verbal and written communication skills; possess positive interpersonal skills. Ability to work autonomously with focused direction, advocate for team approach, utilize strong organizational skills, project appropriate confidence, listen well, problem solve in on-the-spot situations, remain calm and reassuring in unexpected situations. Ability to work in an independent, organized, calm and reassuring manner using good boundaries and good judgment; to be reliable, dependable and flexible; and to accept supervision, suggestions and feedback. Must have interest in working with persons with a mental and/or behavioral health disability. Ability to work within all the rules, regulations, and policies that govern agency compliance. Organizational skills required as well as a flexible schedule and hours may vary and include evening work at times. California drivers' license, with an insurance DMV record as well as the use of a personal vehicle for business use (mileage will be reimbursed monthly).

Physical Requirements: Capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above or below the shoulder, pushing, grasping, and lifting up to 40 pounds. Capable of the following extended activities: walking, driving, writing, standing, hearing and sitting. Vision requirements: Ability to see information in print and/or electronically.

Status: Non-exempt, Relief

Wage: \$14-\$15/hr

To Apply:

Please send cover letter and resume to:

Dave Ohman

daveo@buckelew.org

Buckelew Programs reserves the right to modify, interpret, or apply this job description in any way that does not violate federal, state, and local laws and regulations and Buckelew's policies and procedures. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At-Will." The abovementioned job requirements are subject to change to reasonably accommodate qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position.