



## Job Coach (Relief Shifts)

*Buckelew Programs helps people with mental health and addiction challenges lead healthier, more independent lives by providing treatment and support services tailored to their unique needs. We currently have openings for both full-time and a part-time Employment Specialists to join our Buckelew Employment Services Program.*

As a **Job Coach**, you will work primarily with adults who have a diagnosed mental illness, who are consumers of Department of Rehabilitation services and/or are in the County's Behavioral Health and Recovery Services 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.

This is a relief position with no guarantee of specific hours. Shifts available are typically up to 4 hours and are Monday through Friday during the day/early evening.

### **Responsibilities:**

- Becoming familiar with client work site(s), work assignment(s), work flow and routine according to each work site's needs, requirement, and requests.
- Conducting task analyses and assessing accommodations that may be appropriate for each individual client.
- Assisting 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.
- Completing monthly progress reports and any other documentation in compliance with agency procedure manual.
- Participating in vocational program planning by contributing feedback, ideas and suggestions.

### **Qualifications:**

- High school is diploma required.
- Working experience with persons with disabilities, preferably mental illness or related field desired.
- Good computer skills, accompanied by strong verbal and written communication 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. Spanish speaking desirable.
- 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 an interest in working with persons with mental and/or behavioral health disabilities.

- Must be able to work within all the rules, regulations and polices that govern agency compliance.
- Applicants must have valid California drivers' license with an insurable driving record, use of own vehicle (mileage will be reimbursed).

**Capable of the following intermittent activities:** stretching, bending, kneeling, twisting, squatting, reaching above and below the shoulder, pushing, pulling, grasping, and lifting up to 40 pounds. Job frequently requires sitting, handling objects with hands and the use of fine motor skills. Often operates a computer and other office machinery, such as a calculator, copy machine and computer printer. Job consistently requires standing, walking, reaching, talking and hearing. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Vision requirements: Ability to see information in print and/or electronically.

**Pay:** \$15.00 – 15.25 per hour

**Apply:** <https://bucklew.org/get-involved/career-opportunities/>

AA/EOE