

## Employment Coach

insite

Reports to: Employment Specialist

Department: insite

Classification: Non-Exempt

Date: October 2, 2017

Approved:



### Job Summary

Directed and supervised by the Employment Specialist, the Employment Coach is directly involved in the process of job training and the provision of support to clients placed into community work sites through insite. Job requirements are highly individualized and based upon client need and placement.

### Essential Functions

1. Specific, on-site training.
2. Facilitates job modification where applicable.
3. Provides supportive supervision to client.
4. Arranges/provides transportation for client.
5. Initiates positive communication/relationships between clients and their co-workers/employers.
6. On-site evaluation of client's performance.
7. May perform client's job in the community for a short duration of time if client is unable or unwilling.
8. Assists in maintaining records and documentation.
9. Attends client service reviews, department, committee, and unit meetings as directed.
10. Assists with insite services as assigned.
11. Serves as a positive role model for clients.
12. Accepts other duties as assigned.

### Qualifications

Minimum of high school degree or equivalent (GED). Prior experience working with individuals with varying abilities highly desirable. Willingness to enroll in additional training as required. Must be flexible in the scheduling of work hours. Ability to perform the supported job in the absence of a client. Must possess a valid Wisconsin driver's license and be insured in the state of Wisconsin. Must have reliable means of transportation.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be considered as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

**I have read my job description and understand it.**

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Employee Signature

Date

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Supervisor Signature

Date