

Pine Castle, Inc.
Job Description
JOB TITLE: Job Coach Trainer

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Masters Degree or Baccalaureate Degree from an accredited college or university and written documentation (resume) of one year of successful experience and employment in counseling, job placement, job coaching or public vocational rehabilitation program; OR

Associates in Arts Degree from an accredited college or university and written documentation (resume) of two years of successful experience and employment in counseling, job placement, job coaching or public vocational rehabilitation program may be used as a substitute for the required college education and experience; OR

Written documentation (resume) of four years successful experience and employment in counseling, job placement, job coaching or work in public vocational rehabilitation programs may substitute on a year-for-year basis for the required college education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before potential consumers, employers, groups of employees of an organization, families, and referral sources.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to record and interpret data.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where little if any standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida Driver's License in good standing, valid auto insurance (50/100/300), valid vehicle registration, and access to working vehicle to enable work related travel as needed are required and must be maintained during employment.

OTHER SKILLS and ABILITIES:

Ability to apply principles of behavior modification.

Ability to counsel consumers to assist in dealing with everyday frustrations and problems.

Ability to present self, consumers, and program to employers and the community at large.

Ability to establish and maintain rapport with consumers.

Knowledge of professional ethics related to job placement and persons with disabilities.

Knowledge of physical, intellectual, and emotional skills required to obtain and maintain supported employment.

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OTHER SKILLS and ABILITIES continued:

Knowledge of job-finding, application, and interviewing techniques and skills.

Knowledge of quality standards set by state, local or other accreditation agencies.

Ability to work as team member with staff from various agencies to assist in coordination of services to persons with disabilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be versatile. The employee may frequently work near moving mechanical parts and in outside weather conditions and may frequently be exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and vibration.

The noise level in the work environment varies.

COMMENTS:

I acknowledge that the duties listed on my position description have been reviewed with me.

Employee's Signature

Date

Supervisor's Signature

Date