



Social Health Services Group, Inc.

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JOB DESCRIPTION

- Job Position:** Job Coach Supported Employment
- Supervision:** Program Coordinator
- Program Goals:**
1. Individuals in SHSG's program will find competitive employment with the best-fit employer.
 2. Individuals in our program will acquire job training skills.
 3. Individuals in our program will develop entrepreneurial job opportunities.
- Position Status:** Part-time and Full-time positions are available. The Job Coach position is assigned based on the individual's work schedule, and on the needs of the individual.
- Requirements:** All DDA mandated training courses, and occasional trainings held on Job Coaching.
- Responsibilities:**
- Responsible for vocational trainings of individuals served by SHSG.
 - Initiate and organize entrepreneurial job opportunities for individuals.
 - Drive agency or personal vehicle, as appropriate, to transport individuals to employment, educational and enrichment activities and job sites.
 - Assist individuals in finding employment that is interesting and meaningful to them.
 - To implement and document daily how the goals of the individuals are being met.
 - Arrive on time at the specified job sites.
 - Dress appropriately in work attire.
 - Knowledge of the career development goals and Behavior Plan for each individual assigned to you.
 - Provide each individual with: individualized instruction, support, direction, supervision, and any follow up needed; teaches effective work skills, and work habits.
 - Respond and reports to any crisis situations; provide the appropriate input and support needed to resolve the situation.
 - Provide individuals with consistent supervision during program hours.
 - Assist all individuals in performing their job duties in a way that fosters independence.
 - Adhere to all SHSG standard operating policies and procedures.

- Report to the Supported Employment Specialist any needs, problems or concerns.
- Ensure that all the rights of individuals are respected, and that they are treated with dignity.
- Perform nursing functions as delegated by the RN.
- Attend required staff meetings, in-service training and planning meetings on individuals.
- Complete all agency required trainings for the position.
- Perform other duties as assigned by supervisor.