

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

JOB COACH

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

High School diploma or equivalent. Proven effective written and oral communication skills. Proven ability to work unsupervised. Two years experience providing work skills training to people with disabilities. Ability to clearly and accurately document service delivery activities.

Ability to use email. Ability to use tablets and other technology. Ability to electronically enter consumer attendance, staff timesheets and documentation of services provided. Ability to access agency intranet site for ISPs, IPs, procedure manuals and other reports. Ability to use the internet for job training skills.

Must possess and maintain a current Ohio driver license. Must have and maintain a safe driving record. Must have a fully insured vehicle for agency use. Must be able to meet all requirements and obtain all certifications required to perform the job or any aspect of the job and to access funding for performance of any aspect of the job. Ability to work varying jobs under varying environmental conditions. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Preferred:

Previous experience providing job training to consumers in the community. Associates degree in related field.

Ability to create and generate reports, ability to use Excel, ability to troubleshoot computer issues, ability to use Power Point. Ability to use Microsoft Word to create documents.

RESPONSIBILITIES

Provide work skills training to consumers. Complete work on-site as required for demonstration and on-the-job training.

Assist clients in travel training, travel arrangements, or transporting clients when necessary.

Provide services as specified in the Individual Service Plan (ISP).

Design instructional strategies based on needs of clients and realities of work environment.

Work with employers and co-workers to identify and establish natural supports for assigned consumers.

Provide documentation of services provided, electronically as required.

Use Microsoft Word, Outlook and the internet, as required.

Monitor client productivity.

HOURS: 40-hour week. Flexible hours which will be set to correspond with needs of time on job site.

SALARY: Level 4

PROBATION: 280 calendar days (initial); 90 calendar days (non-initial)

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