



Position Available: **Job Coach**

Department: **Employment and Training Services**

Summary:

Under the direct supervision of the Supervisor of Employment-related Services, the Job Coach provides on-the-job training and support for individuals with disabilities. The Job Coach is responsible for the following: task analysis for designated job sites, teaching consumers the necessary steps required to complete job tasks, working side-by-side with the consumers to ensure all aspects of the job are done to the employer's satisfaction, and using appropriate learning strategies and identifying necessary accommodations.

Essential Job Functions:

- Facilitate task analysis for designated job sites
- Teach consumers the necessary steps required to complete job tasks
- Uses appropriate learning strategies and identifying necessary accommodations
- Work side-by-side the consumers to ensure all aspects of the job are done to the employer's satisfaction, and safety precautions are observed at all times
- Train consumers in all skills necessary to perform the job including (but not limited to) training in vocational, social/interpersonal, travel, safety, money management, etc.
- Maintain all required weekly/monthly reporting and documentation for consumers and employers
- Act as a liaison between The Janet Pomeroy Center and the business community
- Maintain professional relationships with all employers and consumers
- Work on training/assisting consumers in various employment and vocational sites
- Effective communication and teamwork with co-workers and consumers
- Ability to work flexible shifts and hours based upon consumer work schedules
- Ability to travel throughout San Francisco and San Francisco Counties
- Ability to lift 50 pounds

Qualifications

- Bachelor's degree in vocational rehabilitation, special education or related field;
- One year experience working with individuals with disabilities; equivalent experience can be substituted for up to two year of college education;
- Must have valid CDL, Clean DMV

Status: Regular, full-time. Non-exempt.

Hours: 37.5 hours. Schedule depends on consumer work schedule; including weekends and evening.

Hourly Rate: \$12.89 - \$15.25 per hour

Benefits:

- Medical and dental premium paid for employee by organization
- Medical and dental coverage available for spouse or domestic partner and/or dependents
- Three retirement plans
- Supplemental Insurance available
- Two weeks paid vacation
- Paid sick leave accrued based on hours worked
- Nine paid holidays
- Two personal leave days
- Other rewards for outstanding performance, service, teamwork, and length of service

To Apply: Email (preferred): Send resume and cover letter to: jobs@janetpomeroy.org

Fax: 415-665-7543

Mail: Download Employment Application from our website and send to:

The Janet Pomeroy Center

Attn: Human Resources

207 Skyline Blvd.

San Francisco, CA

94132

For more program information, visit our website: <http://www.janetpomeroy.org>

Closing Date: When filled

The Janet Pomeroy Center is Equal Opportunity Employer

All applicants will receive consideration for employment without regard to race, color, ancestry, religious creed, national origin, sex, sexual orientation, physical and/or mental disabilities, medical condition (cancer related), age (over 40), and marital status.