

Position Announcement: Job Coach

About Our Company:

Trendline Consulting is a reputable and growing local company that serves people who have special needs in Perry, Cape Girardeau, and Ste. Genevieve Counties. Our programs include...

- Child and Young Adult Social Skills Groups
- Personal Assistance Services
- Community Integration Services
- Employment Services
- Academic Tutoring
- Life Skills University

Our clients include children, teens, and adults who have developmental disabilities like Autism, Down Syndrome, cognitive issues, and learning problems. Our 54 employees are AMAZING. They are the strength of our company as we provide ethical and effective interventions to the people we serve.

About the Job:

The Job Coach position is a direct services position. It is an entry-level position within our Employment Services division. Success within this position could lead to positions of greater responsibility such as...

1. Employment Specialist within our Employment Services Division
2. Job Developer within our Employment Services Division
3. Leading of a group project such as a social skills group or Life Skills University

Duties and Responsibilities of a Job Coach:

A Job Coach...

- Provides on-the-job support to clients who have disabilities as they work in local businesses and agencies.
- Helps clients network and connect with co-workers.
- Helps clients self-advocate in interactions with co-workers and managers.
- Helps clients self-monitor and problem solve while at work.
- Identifies and develops motivation to increase work ethic.
- Evaluates on-the-job training and support needs.
- Records performance and job-enjoyment data.
- Shares data, impressions, and summaries with Employment Specialists to inform training, support efforts, and fading.

Job Type:

Full-Time or Part-Time

Reports To:

A Job Coach often reports to an Employment Specialist for each consumer as well as to the Director of Employment Services.

In Addition:

The Job Coach position within Trendline Consulting is vital to the success of consumers. It is often the team members in this role who determine (through their mindsets and their actions) how successful and how independent consumers become at work. Ethical and professional Job Coaches are highly valued within Trendline Consulting.

Consumers may receive between 1 and 12 hours of job coaching per day depending upon the demands of their jobs. Scheduling of consumers' shifts depends on the unique needs of their employers.

In most cases Job Coaches record on-the-job performance data for their clients. They then write case notes or session notes before ending each shift.

Requirements of a Job Coach:

An ideal candidate is someone who...

- Is ethical, professional, and highly responsible (required)
- Has a driver's license (required)
- Has a clean criminal background (required)
- Has at least a high school diploma or GED (required)
- Has a working cell phone and a working and safe vehicle (required)
- Is a good communicator with consumers and co-workers
- Has basic computer and internet skills
- Has a strong educational and/or work history
- Is dependable and punctual
- Represents themselves well in public

Benefits and Perks:

- Competitive pay
- AMAZING consumers and SUPER-HELPFUL co-workers
- Frequent raises for high-performing employees
- Opportunities for advancement
- Employer matching contributions into your own investment account
- Very rewarding work

Application Process:

1. Apply for a position with an application from our office or our website.
1404 Corporation Lane, Suite 40, Perryville MO
www.TrendlineConsulting.org
2. Impress us during your Initial Phone Interview.
3. Have a great In-Person Interview.

Training Process:

All training activity is paid. Our typical training process includes:

- 10-12 hrs of “New Employee Training”
- 10-20 hrs of “On-the-Job Shadowing”
- 40 hrs of State-Mandated Employment Services Certification Training
- First Aid / CPR
- Medication Administration (if applicable)
- Safety Care (Behavioral Crisis Management)
- On-Going “Consumer-Specific Staffings”
- 6-Month “Employee Reviews” that result in either raises or specific ways to improve

PLEASE CALL, TEXT, OR e-MAIL ERIK HENDERSON (DIRECTOR OF EMPLOYMET SERVICES) WITH ANY QUESTIONS ABOUT THIS OR OTHER POSITIONS. HE CAN BE REACHED AT 573-823-8322 OR TrendlineENH@gmail.com .