



# *Friends of Children with Special Needs*

## 華人特殊兒童之友

**Position: Job Coach**

**Hours: 20/30 hours per week (Part Time / Full time position)**

The FCSN Supported Employment Program shall employ Job Coaches with skills and experience to provide the services necessary to meet individual consumer needs and shall, at all times, employ staff in sufficient numbers necessary to meet such needs.

### **Duties and Responsibilities:**

- Instruct and assist clients to be familiar with job requirements
- Develop teaching strategy to help clients to learn their job duties
- Determine the need for adaptive equipment or technology
- Attend the orientation or any required training sessions with the client to better understand the employer's standards and expectations
- Meet with employers of the client to establish/maintain a collaborative relationship with them
- Evaluate training and support needed
- Assist client to work on their related work behaviors- communication, socialization and interaction with co-worker/supervisors; greeting; work place behavior; coworker relations; age appropriate job related topics
- Advocate or intervene on behalf of a client to resolve problems affecting the client's work adjustment or retention
- Document participant training and support services using data collection and participant log forms, and prepare daily/monthly progress reports documenting participants' progress toward IHSP goals & objectives
- Report observations or evidence of violations of any of the personal rights specified in Title 22, Division 6, Section 82072;
- Communicate effectively and proactively with the Program Coordinator with regard to all participant issues including situations when a client becomes a danger to self or others
- Foster maximum self-determination on the part of participants;
- Mandated report dependent adult and elder abuse, as required by the State of California, Welfare and Institutions Code Section 15630 (b).

### **Requirements:**

- **Mandatory Clearances:** Have TB clearance & fingerprint clearance, absence of a criminal record, have valid California driver's license, clean DMV printout and current automobile insurance
- **Certificates:** Have current certification in CPR and first aid
- **Education:** Have High school diploma or GED, an undergraduate degree would be preferred.
- **Experience:** have at least one year of experience working with developmentally disabled participants or an enthusiastic, quick learner with an impeccable work ethic
- **Other Skills:** Demonstrates excellent oral and written communications skills and the ability to work effectively on a multi-disciplinary interagency team & cooperatively with diverse external collaborators.

### **Benefits:**

- 401K (with matching)
- Paid Time Off
- Holiday Paid
- Great health insurance with Dental and Vision.