



Deaf Access Services, Inc.

Title: **Job Coach**

Responsible to: Community Employment Services Coordinator

Basic Function:

Deaf Access Services (DAS) is seeking *per diem* (on-call) Job Coaches to support our Deaf/HH clients that have been hired by community employers and need assistance in navigating through the work environment. This assistance includes, on the job training support, which identifies job duties, and the development specific plans to best assist the client in being as productive and independent as possible. This plan includes, understanding job expectations and workplace policies, teaching self-management strategies, as well as time-management techniques. In addition, the Job Coach guides the client towards establishing and achieving goals, both professionally and personally. This position **requires** flexibility in work hours, which will vary frequently and could include day, evening, overnight and/or weekend hours, depending on the clients work schedule and caseload changes.

Specific Duties:

1. Monitor consumer performance on the job and advocate as needed.
2. Counsel and support consumer when job performance is not satisfactory. Work with consumer to improve job performance and gain necessary job skills OR review other employment options.
3. Maintain necessary documentation for consumer records and billings.
4. Prepare required documentation and reports.
5. Provide consumer/employer feedback to Coordinator for improving the quality of service.
6. Assist, as needed, for DAS community events.

Minimum Required Skills:

1. Fluent in American Sign Language and Deaf culture
2. Sensitivity to the confidential nature of client information
3. Associates' Degree in related field OR HS Diploma with a minimum of 3 yrs. experience
4. Strong report writing skills is mandatory
5. Ability to organize and prioritize work.
6. Ability to work with minimal supervision.
7. Excellent interpersonal skills.
8. Professional demeanor
9. Must have reliable transportation, a valid New York driver's license and current automobile insurance as required by law. (Will not transport clients.)