



The Ability Center

Job Title: Job Coach

Seasonal Positions: June 28 - August 12 at Toledo area employers

Work Hours: Monday-Thursday 9:00 am - 3:30 pm

The Ability Center (ACT) is a non-profit Center for Independent Living (CIL) that helps individuals with disabilities gain and maintain independence in everyday living and encourages them to become active members of their communities. We offer a variety of programs, services, as well as promote understanding of disabilities. Located in Sylvania, Ohio, we serve seven counties in northwestern Ohio.

Position Summary: The Job Coach will perform job coaching duties for individuals with disabilities participating in our Next Steps Summer Program. The Next Steps Summer Program is an independent living and employment program designed for students with disabilities who have a goal of post-secondary education or training that leads to competitive employment. Students in the program must be a sophomore, junior, or senior in high school. They will be placed at various community employers with competitive level opportunities for 20 hours per week.

Essential Duties and Responsibilities:

- Develops a sequence of job duties for an individual that has been placed into a job.
- Initially performs the individual's job duties while assessing the level of training and support the individual will require for onsite job training.
- Collects initial data that will assist in the development of a training plan that will guide the job coach's onsite job training activities.
- Implements a training plan that includes the development of appropriate task analysis that will assist with skill training acquisition, adjustment to the work environment, and appropriate social interactions.
- Trains the individual to stay on-task and to function at an acceptable performance rate.
- Maintains documentation that continually evaluates the individual's progress, revising the training plan when necessary, and substantiates the fading process.
- Utilizes fading techniques to withdraw training and support, as supported by data.
- Identifies natural supports within the work environment and facilitates interaction/communication between employee, co-workers, and management to enhance integration into the work site.
- Advocates for the individual with an employer for necessary adaptations to worksites to facilitate employee's mobility, communication, and job performance.
- May transport individuals to and from work sites

Qualifications:

Must have a bachelor's degree, or college coursework with training in Job Coaching techniques. One year of experience working with individuals with disabilities preferred. Candidates must have a reliable means of transportation, a valid driver's license, and good driving record. Candidate will have a strong desire to work with young adults to recognize and maximize their capabilities for work experiences. Must be enthusiastic and creative with strong leadership, planning and organizational skills. Candidates must demonstrate reliability and have the ability to work independently. Must display a positive attitude toward people with disabilities. Once hired, must pass a BCII/FBI background check and drug screen.

The Ability Center is an equal opportunity employer and values a diverse workforce and inclusive culture.

We encourage applications from all qualified individuals and do not discriminate.

The Ability Center is committed to providing reasonable accommodation to individuals with disabilities.

Please submit applications/resumes to: hr@abilitycenter.org or fax to 419-885-5005