



## JOB DESCRIPTION

**JOB TITLE:** VOCATIONAL JOB COACH

**REPORTS TO:** PROGRAM MANAGER

**FLSA STATUS:** NON-EXEMPT

### **JOB SUMMARY:**

Develop business relationships so that employment opportunities are available for clients. Facilitate the placement and retention of clients in the vocational environment. Counsel and aid the client in obtaining and sustaining social services. Advocate on behalf of the client.

### **ESSENTIAL JOB FUNCTIONS:**

1. Review, determine and coordinate or provide necessary services for client so that social/ Vocational integration occurs. Actions may include interviewing and evaluating services needed based on client's profile, formulating treatment plans and goals, arranging for or personally carrying out treatment plans and assisting client in obtaining services.
2. Develop client specific jobs by matching client skill, knowledge and abilities to complementary career paths. Research and solicit employers possessing such occupations to hire clients.
3. Assist employers with training issues to ensure the client receives appropriate job knowledge and skills training. Determine, suggest and/ or arrange for adaptive devices, mentoring or other necessary instructive to complement job training or career development
4. Develop and utilize natural supports, both on and off the job, to secure vocational success. Source out, implement or facilitate a sustaining transportation system, human support/network system or other reference sources to nurture client socialization.
5. Complete all documentation necessary to support billing of services, following regulatory or HOH instructions. Documents include formulating job success plans, conducting/reviewing situational assessments, performing benefits analysis and disciplinary analysis.
6. Interpret and implement existing DRS and HOH contracts and performance requirements. Keep current with regulatory developments and trends.
7. Assist client in achieving maximum potential and self determination.

### **CORE VALUES:**

Every employee at Home of Hope represents the organization's values internally and to the public. As such, all employees' actions and decisions are expected to be consistent with the organization's core values at all times. Home of Hope's Core Values are:

8. **Client Centered Care:** We are committed to making all decisions and performing all actions with the well-being of our clients as our primary focus, and to always putting our clients' interests ahead of our own.

9. **Accountability:** We take personal responsibility, as an organization and as individuals, for our actions, hold each other accountable, and expect to be held accountable at any point throughout the year for our decisions and actions.
10. **Respect:** While keeping the focus on the needs of our clients, we also commit to demonstrating mutual respect in communication and actions so that a positive environment for everyone is maintained.
11. **Excellence:** We are committed to using established best practices, to evaluating effectiveness of our efforts, and to demonstrating a willingness to change current practices at any point based on evidence that change is needed.

**JOB REQUIREMENTS:**

1. Education: Minimum of High School Diploma or equivalency
2. Experience: 6 months-2 years in service oriented environment ideally in a job development capacity
3. Skills: above average interpersonal, verbal and written communications; basic math; proficiency in using office equipment that includes copier, fax, calculator, and telephone system.
4. Ability: to organize tasks, record and produce accurate work; to exercise sound judgment; periodic travel to various intrastate sites (which may involve over night stay).
5. Valid OK driver's license; availability to operate vehicle during day or night.
6. First Aid/CPR Training Required. This will include all aspects of completion with compressions on the floor or ground.
7. Require pre-employment, random, post accident and reasonable cause drug screen.

**PHYSICAL/MENTAL:**

1. Office or industrial environment; lifting minimum of 50 pounds; comprehension and deductive reasoning; responsive to visual stimuli; motor coordination.
2. Reliable motor skills-use of hands and feet.
3. Ability to sit, stoop, or stand for prolonged periods of time.
4. Must be mentally and physically capable to perform the duties of the position.

**CERTIFICATIONS/LICENSING:** Valid and current Oklahoma driver's license; automotive insurance First Aid/CPR

Signature of Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_