

Holy Childhood

- VACANCY NOTICE-

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

TITLE: Job Coach
PROGRAM: School Program
WHEN: Immediate
HOURS: 32.5 hrs/wk 10 Month plus 6 week summer session

DESCRIPTION: Provide educational services in a work environment for students with disabilities.

RESPONSIBILITIES:

- Provide on-the-job training to students on the work site.
- Identify supports and adaptations as needed.
- Understand each student's IEP and vocational objectives designed for the work site.
- Communicate with the Work Based Learning Coordinator about job training sites on a systematic and consistent basis, including problems and concerns.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Follow Agency policies for protecting the health, safety, and well being of students.
- Collect and record data about student performance including progress towards goals.
- Take instruction from your supervisor which may include task analysis.
- Facilitate communication with employers as appropriate which may include, schedule adjustments, changes and feedback of student and staff performance.
- Serve as a link between the school and community work site setting.
- Transport students to and from the work site in Agency vehicle.
- Attend School Program staff and in-service meetings.
- Complete all necessary paperwork and work summary reports regarding students
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with students, families, community members, and co-workers.
- Other duties may be assigned.

QUALIFICATIONS:

Must be able to lift, push, and pull 50lbs. Must have a valid NYS driver's license and have the ability to be and maintain status as an Agency Authorized Driver. Must have a New York State Education Teaching Assistant Certification. Experience working with young adults with developmental or intellectual disabilities in work settings strongly preferred.

EQUAL OPPORTUNITY:

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, sex, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

Please send cover letters and resumes to:

Human Resources - Holy Childhood

100 Groton Parkway

Rochester, NY 14623

(585) 359-3710

Employment@holychildhood.org