



# Vocational Job Coach & Route Driver

## Position Summary:

This position is responsible for supervising the work of persons with intellectual and developmental disabilities in a production setting through job coaching, skills training, and by encouraging them to reach their potential. You will facilitate other activities during low work periods and drive an AM pick-up and/or PM drop-off route as needed or assigned for persons served to and from the workplace or to community outings (e.g., trips to the park, museum, mall, etc.) when scheduled.

## Essential Job Functions:

- Ability to manage and provide direction to a team of persons served.
- Multi-task throughout the day with a team that could be working on several different jobs at once.
- Ability to track and record job progress numbers accurately.
- Ability to lift 50 pounds on a frequent basis. Ability to walk, push, pull and carry items throughout the day.
- Ability to provide safe transportation-driving a route with a company vehicle to pick up and drop off persons served before and after work sessions.
- Must have a valid driver's license, proof of insurance, and pass a motor vehicle record check that meets the criteria under AAI policy.
- conduct oneself as a positive role model for persons served and others in terms of appearance, socialization, time management, organization and team work.
- Must meet criteria and pass a Department of Human Services background check (Rule 11) which may include fingerprinting.
- Good customer service, problem solving and ability to deescalate difficult situations.
- Reliable, dependable, and self-directed worker.
- Ability to work and communicate effectively with a diverse population.
- Ability to work under pressure, act quickly and remain calm in emergency situations.
- Must have effective oral and written communication skills with basic computer skills.
- Willingness to drive in different weather conditions using vehicles assigned such as a minivan, 15 passenger vehicles, or wheelchair accessible bus.
- Participate in team meetings and development programs.

## Summary of Responsibilities listed but not limited to:

- Provide direct support and supervision to persons served ensuring the health, safety, and protection rights of each person and the implementation of the responsibilities specified in each person's coordinated support plan or coordinated support plan addendum along with all other documents specified in the 245D requirements.
- Perform production duties with 100% quality to meet the production department deadlines and customer expectations in-house and in the community.
- Provide supervision, coaching and direction of the persons served jobs and/or activities on the production floor.
- Break down jobs and activities into smaller steps to facilitate participation.

- Review and receive instruction on the person's Support Plan Addendum, Individual Abuse Plan (IAPP) to achieve and demonstrate an understanding of the person as a unique individual, and how to implement those plans.
- Implement goals as stated in each person's served plan and document service outcomes at the end of each day, providing feedback to persons served on progress and/or areas needing improvement in a positive manner.
- Implement and document behavior programs when appropriate.
- Respond appropriately to fire and severe weather evacuations by assuring all persons served reach the designated area for attendance and all safety concerns are met.
- Respond proactively to immediate needs for changes in teams and schedules utilizing resources available.
- Attend and complete training courses as assigned.
- Maintain a specific number of annual training hours required and attend and/or complete specific training offered by AccessAbility to meet these requirements. Staff is responsible for assuring they have all annual training hours and topic required in the calendar year that have been assigned. (January 1-December 31)
- Other duties as assigned