



A Direct Service Worker and Job Coach Shall Have:

- a high school diploma or GED
- 1 Direct Service Worker to every 6 individuals at the facility; 1 to 3 in the community

- First 2 weeks of employment you will shadow the Supervisor and receive one-on-one training
- Performance Based Assessment: 30 days after hire (new employees) and then: Fall, Winter, Spring, and Summer each year

### **Duties/Requirements for the Direct Service Worker and Job Coach**

- Participate in direct training at least 2x per month. You will receive positive immediate feedback, as well as, specific areas (i.e., reinforcement, least prompting, interventions) that need to be strengthened. **This includes training to meet the needs of an individual as identified in the ISP.** A form will be used to determine mastery of specific target areas tailored to your needs.
- Attend meetings/conferences and In-services (24 hours credits required in calendar year).
- Attend CPR, first aide, and fire safety trainings (paid for by Inclusive Employment Program).
- Assist with collecting data and entering data into excel documents.
- Assist in summarizing the work performance of an individual in written form in the individual's notes/log file.
- Set up materials for exploratory sites and classroom instruction.
- Print and laminate materials and prep lesson materials for the Program Specialist.
- Apply interventions and modifications consistent with the ISP of an Individual and from the direction of the Supervisor.

### The People We Serve:

- Daily care, supervision, and training of individuals on site and off site.
- Promote independence with an individual's daily living skills, community living skills, self-help skills, employment skills, and social skills.
- Encourage individuals to self-advocate and independently express their wants and needs.
- Build and maintain a rapport with an individual's Employer and provide disability awareness to the Employer.
- Maintain confidentiality and professionalism at all times with each individual.
- Be respectful and courteous and treat all individuals with dignity.
- Have a positive impact on the people we serve.

### **Before Hire:**

- 3 clearances
- Physical and Immunization Records
- TB test

You will receive a photo ID and business cards.

Our mission at the Inclusive Employment Program is to promote sustainable employment within one's community for adults with disabilities.