



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Job Developer/Job Coach	#2240
SALARY PLACEMENT:	CSEA 2 Hourly Salary Schedule Range R10	

MINIMUM QUALIFICATIONS - EDUCATION TRAINING AND EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade. One year of experience working in customer service, sales, marketing , or public relations.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

- Knowledge of marketing career development programs, ability to use a laptop computer and the internet; public speaking, above average writing skills, and the ability to present information to small and large groups.
- Knowledge of WorkAbility I (WAI) policies, procedures, and regulations.

DESIRABLE EXPERIENCE:

Previous experience working with youth or young adults as a job developer, career center technician, job coach, or case manager in a WorkAbility I program and/or career development or educational setting. Knowledge and experience working with individuals with exceptional needs.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Provide proof of valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy. Must furnish own transportation as required to fulfill job duties at sites throughout San Joaquin County (mileage reimbursement allowance.) Demonstrate professionalism and a good work ethic to effectively interact with and assist individuals (internal and external) from diverse cultural, socioeconomic, disability, gender, and ethnic backgrounds. Ability to carry out duties required by grant and maintain all records in compliance with WAI standards. Ability to work effectively with students and young adults, their parents, teachers, support staff, the public, and agencies. Ability to work in a team setting, effectively communicate with peers and supervisor and contribute to group efforts in order to meet grant requirements. Ability to handle high levels of paperwork, reports, data entry, and job training student case notes, using correct writing and grammar skills in English.

SUMMARY OF POSITION:

Under the direction of the Program Specialist, the Job Developer/Job Coach will assist and provide the WorkAbility I (WAI) array of services to middle school, high school, and young adult students with disabilities from all socioeconomic backgrounds while maintaining confidentiality of individual's disability and personal data. These services include: establishing and maintaining on-going contact with service model teachers; arranging classroom speakers, industry tours and conducting classroom career presentations; arranging and/or participating in mock interviews, career fairs and other career related events; screening students for career vocational interests and strengths; writing middle school reports for 8th grade students to assist with transition to high school; developing job training sites at local businesses; serving as a liaison with teachers, job coaches, and employers; gathering student referrals and parent packets for job training placement; assist with completing SJCOE employment packets with students; assisting individual students with skills needed for successful transition to competitive employment; effectively case managing student workers and all paperwork associated with job placement; job coach students at job training sites;

collect timesheets and evaluations from training sites and classrooms; and write articles for SELPA and WAI state newsletters.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Collect referrals, screen, and enroll eligible students from districts in San Joaquin SELPA middle schools, high schools and young adult Special Education classes to participate in grant services.
2. Articulate essential information about WAI grant goals, procedures and requirements.
3. Develop and place students at job training sites and monitor worksite placement and performance.
4. Coach student/s in worksite responsibilities at job training sites as needed.
5. Provide individual case management to WAI students in San Joaquin SELPA districts including maintaining individual participant files and necessary paperwork.
6. Administer career interest surveys and skills assessment to determine and identify aptitude, interest, and basic career vocational skills related to employment goals.
7. Write individual student reports based on career interest surveys, vocational skills and interviews for student, parent and teacher information and educational planning.
8. Assist in completion of employment paperwork with placed students; including collecting and verifying all work related documents for students placed at training sites.
9. Collect, log and track work experience referrals and parent consent packets.
10. Collect and review timesheets, progress notes, and evaluations.
11. Develop and present career vocational presentations to students in WAI teachers' classrooms.
12. Research, plan and/or attend college and industry tours and annual career development events.
13. Obtain education and employment verification from school sites and businesses for WAI reporting.
14. Utilize online case management and state systems.
15. Develop work site agreements for each student placed at a training site/business.
16. Attend all staff meetings.
17. Process student files for exit and to archive.
18. Complete follow up calls with students after exiting and enter data into state system following grant requirements.
19. Accurately complete monthly case management reports for program supervisor.
20. Drive to school sites, businesses and agencies within San Joaquin County.
21. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or school environment and come in direct contact with SJCOE staff, district staff, students and the public.

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