

PLEASANTVIEW INDUSTRIES INC.

27921 Urbandale Ave Saugus CA 91350 Phone:661-296-6700 Fax: 661-296-4761

JOB DESCRIPTION

Supported Employment Job Coach

Pleasantview Industries offers a range of services to meet the needs of individuals who want to develop life skills and vocational skills through the Community Integration Program and the Supported Employment Program.

Role:

Supported Employment Job Coaches are responsible for providing instruction to competitively employed clients on techniques to support employment success and in alignment with their individualized service plan. Job coaches report to the Supported Employment Coordinator.

Responsibilities:

- Contribute to the development of client service plans.
- Assist program coordinator in development of job task analysis.
- Facilitate client success in employment by following client service plan.
- Support the planned decrease in coaching (direct services hours) by supporting independence in the workplace.
- Facilitate development of natural supports in the workplace.
- Identify and problem solve with client any areas of support needed, including transportation, interpersonal issues, communication needs, and any other issue which may impact employment.
- Maintain communication with work site supervisor/manager to ensure employer satisfaction.
- Maintain communication with program coordinator.
- Completes written progress notes and required paperwork based upon required schedule and format.
- Treats clients with respect and maintains a friendly demeanor at all times.
- Performs other duties as needed or directed.

Position Requirements:

- Part time position
- Work hours vary
- Pay is minimum wage
- Position requires a valid driver's license and reliable transportation
- Position requires ability to stand for long periods of time
- Position requires ability to work in moderately hot or cold environments
- Position requires ability to work in high noise areas
- Position requires ability to work in crowded environments

- Position requires driving to and from various locations in Santa Clarita and surrounding areas
- Experience and familiarity with Google Drive programs
- Effective written and verbal communication skills
- Position requires ability to pass FBI/DOJ background check
- Must be able to complete First Aid/CPR and other training as required

Immediate Supervisor: Supported Employment coordinator

Qualifications:

- High school diploma or equivalent, one year experience working in human services preferred.
- Must be mature, dependable and capable of working independently with minimal supervision.