



Job Coach

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104

Reports to: Assistant Director of Navigation Services

Direct Reports: none

Internal Peers Include: Other Job Coaches, Job Developer, DSPs

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with intellectual and developmental disabilities through innovative and best-practice programs. Through each program we seek to Form, Educate, Empower and Employ those we serve so they may achieve their full potential at school, home, work and within the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools – St. Pius X/St. Leo and St. Robert Bellarmine
- **Secondary Education** that includes core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities
- **Transition Education** for young adults age 18-21 where students develop the career and life skills necessary for success at home, work and within the community
- **Employment Services** for adults who are dedicated to maximizing their ability to achieve competitive employment and increasing levels of autonomy and independence
- **Project Search** for adults who exhibit advanced skills and potential to achieve competitive employment

A job coach is an individual who is employed to help people with disabilities learn, adapt to, execute and perfect their principle duties and responsibilities at their place of work. A job coach may work with individuals one-on-one and/or in small groups. In addition to working on skills related to performing specific job tasks, a job coach also helps with interpersonal skills necessary in the workplace. The coach will assess the worker's strengths and needs or may rely on an already completed assessment.

Often a job coach will work with an individual both within and outside of the workplace. Before entering a place of employment, many individuals can benefit from specific training to help them learn what to expect in the work environment. In this case, the job coach may visit the place of employment to understand the requirements of the job and work environment. The coach will then work with the individual to successfully prepare for their job. The job coach may also accompany the individual to the work site. This allows the coach to directly observe the abilities of the employee in their work setting, note any areas needing improvement and provide immediate feedback and assistance.

Principal Duties & Responsibilities

- Provide direct support to persons served to maintain employment once a job is obtained, facilitating the natural supports that have been identified in the workplace
- Work with employer to identify appropriate and reasonable accommodations
- Document interactions and progress of persons served, and support interventions for persons served as guided by Madonna Employment Services leaders
- Participate in ISP and ET meetings periodically throughout the year and report progress
- Develop a network of business and agency contacts to facilitate integration in community employment by participating in on-line trainings, presentations, group orientations and other outreach activities
- Ensure compliance with employment guidelines and laws per Nebraska VR, Ticket to Work, Wavier and other funding sources

- Look for opportunities to promote continuous improvement by remaining abreast of new trends by attending workshops, seminars, conferences, meetings, etc. as needed
- Regular and consistent attendance per an established shift
- Other duties as assigned by supervisory personnel

Knowledge, Skills and Abilities

- Trustworthiness and dependability so clients and their families can fully rely on the job coach
- Attention to detail, especially when adhering to specific protocols and rules while carefully following instructions to meet the client's needs and support their development
- Integrity to ensure clients feel safe and comfortable when tending to highly personal activities such as helping them with daily hygiene and proper dress for their place of work
- Interpersonal skills when working with clients, including exhibiting compassion and sensitivity to their emotional needs when they are in extreme distress or pain
- Physical stamina when performing tasks such as lifting or turning their clients
- Use of personal vehicle and ability to transport clients, if needed
- Ability to use the internet and Therap client data system to document client progress on their goals each day
- Microsoft Word, Excel, and Zoom experience preferred

Education and Experience

- High School Diploma, Bachelor's Degree in Human Services or similar, preferred.
- Experience working with children/adults with disabilities preferred

Physical Demands & Sensory Abilities

- Ability to drive to multiple work settings across the community
- Ability to navigate, walk through and provide support in various work settings across the community
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some crouching, stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing approximately 50-75 lbs. – this can include lifting and turning clients
- Physical, visual, and auditory acuity are required for this position

Work Environment

- Highly variable, occurring in work settings across the community, that requires an ability to quickly learn and adapt appropriately to each environment

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer

Salary and Benefits

- Competitive, commensurate with experience and other qualifications
- Full time employees enjoy many paid benefits, including full coverage of individual health care premiums

**Qualified candidates should forward their resume, cover letter and any professional references to:
Tabitha Keating, Director of Administration, tkeating@madonnaschool.org**