

CherishAbility | Seasonal Job Coach

Position Summary

The job coach assists and supports participants in gaining work-readiness skills such as time management, the cycle of task completion, and social skills that will transfer to other employment opportunities.

The job coach manages several responsibilities at the same time—supporting participants in acquiring basic job, life, and social skills, assisting with care needs, and providing off-hours chaperoning—with patience, flexibility, and care. The job coach must advocate for participants, adapt the environment, and be a positive role model.

Essential Duties and Responsibilities

- Study the teachings of Christian Science (CS) and model how to turn thought to God when in need
- Cherish each participant's unique strengths and help them recognize and expand upon these
- Refuse to accept limitations or negative stereotypes
- Help participants identify personal interests, skills, and strengths that can also transfer to future employment
- Make thoughtful adjustments as special needs or issues arise
- Act as a chaperone during off-hours
- Implement adaptations and modifications that are appropriate to meet the specific needs, allowing participants to complete their work effectively, efficiently, and safely, while growing their independence
- Identify existing supports that will help participants have a meaningful experience
- Seek other ways for participants to be of service that will bless the workplace, i.e. “mini-jobs” during downtime
- Use data collection techniques to give feedback, identify support needs, and track progress
- Speak to participants like adults; don't baby them or do work for them
- Maintain a professional code of respect and confidentiality. (Confidential information refers to any data or information, either personal or business, that is considered private and is not generally known.) Share this type of information only when necessary to assist participants.
- Serve as advocates on behalf of the participants during the program
- Understand the work community and how participants add value

Education and Experience

This position requires a bachelor's degree and a minimum of 3–5 years of work experience with individuals with special needs.

Qualifications and Skills

This position requires collaboration, flexibility, patience, tenderness, keen observation, time management, positive interpersonal communication and relationship skills, and creative problem-solving. Job coaches provide assurance, encouragement, and support for participants. The ideal candidate is compassionate and sees their role as an opportunity to witness God in every aspect of the activities.

Technology Skills

Microsoft Suite, Zoom, Google Docs/Sheets, familiarity with social media

Time Commitment

This is a seasonal position and the time commitment varies depending on the specific job that is being supported. Travel is required for most work programs. It is expected that the job coach will be available for staff training and that adequate time will be devoted in order to prepare for the specific job and to get acquainted with the participants.