

# WATCH RESOURCES, INC.

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12801 Cabezut Road, Sonora, CA 95370  
(209) 533-0510

[www.watchresources.org](http://www.watchresources.org)

## JOB DESCRIPTION

**PositionTitle:** Job Coach

**Classification:** Full-Time, Part-Time,  
Non-Exempt

**Reports to:** Director of Vocational Services

**Grade:** 2

**Supervisors:** None

**Purpose:** To supervise, coach and instruct developmentally disabled adults in outside employment situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Including but not limited to the following:

1. Assist in on-the-job placement of program participants.
2. Provide on-the-job training and support to program participants. Ensure that the jobs are completed in a timely and accurate manner. This may include performing all or part of the consumer job.
3. Assist program participant with development of work goals for their Individual Program Plan (IPP).
4. Assist Job Developer or other staff in conducting client support groups.
5. Act as liaison with Regional Center/DOR to assist participants in accessing and obtaining needed devices and services to enhance job performance.
6. Interface with families, referral and support agencies and other supportive persons as requested by participant, on or off site, to discuss participant progress and review of their Individual Program Plan (IPP).
7. Ensure program participants work environment is safe.
8. Ensure that the transportation needs for program participants are met.
9. Supervise participants. Oversee behavioral plans, participant safety, and hygiene issues.

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10. Maintain participant progress notes, corresponding files and service records.
11. Ability to work flexible hours. Scheduled hours will be determined by the program needs of participants.
12. Attend staff meetings, educational training's, and other job-related meetings as requested.
13. Complete required documentation for monthly billing.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

**A. Education and/or Experience:**

1. High School diploma or GED required.
2. College credits in education, special education, vocational rehabilitation or a related field preferred.
3. Two years work experience required. Direct service to developmentally disabled persons preferred.

**B. Working Knowledge of:**

1. Disabilities and related characteristics of individuals, served by the agency, to deal positively and creatively with developmentally disabled adults.
2. Effective interpersonal communication skills.

**C. Language Skills:**

1. Ability to communicate verbally and in writing.
2. Good writing and computer skills
3. Effectively be able to present information and respond to questions from individuals and groups of managers, customers, professionals and the general public.

**D. Reasoning Abilities:**

1. Follow written and verbal directions
2. Ability to solve practical problems and use available resources.
3. Ability to plan and organize time.

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4. Ability to work independently providing one on one service to program participants
5. Maintain composure and good judgment under stressful situations
6. Ability to establish and maintain professional, cooperative relationships with local business personnel, agencies, program participants, fellow employees and the general public.
7. Ability to maintain professional demeanor while experiencing multiple and changing priorities and demands.

## **E. Certificates, Licenses, Registrations:**

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record determined by a Department of Motor Vehicles record.
2. Must be able to provide proof of personal auto insurance.
3. Health screening to include a drug and alcohol screening and TB test performed by a physician verifying ability to complete job duties and confirming the absence of contagious disease.
4. Department of Justice criminal record clearance.
5. Possession of or the ability to acquire a Red Cross First Aid and CPR Certificate.

## **F. Other:**

1. Must have access to reliable, personal vehicle to be used in the course of your work.
2. Must be able to work flexible hours. Scheduled hours will be determined by customer and program participant needs.
3. Must be able to use general office equipment and program equipment.
4. Must possess above average flexibility.

**SUMMARY OF CUSTOMARY PHYSICAL DEMANDS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

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**Frequently (34-66%),** standing, walking, crawling, bending over,

**Occasionally (1%-33%)** Bending over, reaching overhead, balancing, pushing/pulling, lifting/carrying less than 10 lbs., skin/hands in water, exposed to chemicals and repetitive hand use.

## **Hazards, Working Conditions, Equipment Used:**

Possible Exposures include: Dust, Gas, Fumes, Marked Changes in Temperature

### Equipment Used:

- Driving Vehicles/Equipment
  - i. Must be able to drive to and attend events and meetings as well as transport consumers.
- Operating Equipment/Machinery  
*Computer, Fax Machine, Calculator, Printer/Copier, Telephone*
- Personal Protective Equipment (PPE)
  - i. Safety Equipment - *ear plugs, goggles, etc*

Regarding Use of Senses: Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

## **Work Environment:**

The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job.

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. As a Job Coach the work environment will depend on the work schedule and work environment of the program participants they are working with.

## **On site at WATCH Resources, Inc.:**

Small, medium to large office area with central heating and air conditioning system, handicap accessible, noise level moderate, lighting provided by artificial means and windows;

## **On job site with program participants:**

Small to large in-door settings or out door settings: Conditions will vary from job site to job site. You may be required to work an entire shift at one site or move to several sites during a work shift.

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In doors: heating/cooling: with or without central heating and air conditioning system; handicap accessible; noise level low to moderate to high, may include the sound of equipment; lighting provided by artificial means and/or windows; dependent upon the location the lightening may be very dim or very bright; area maybe confining; heat and/or humidity maybe a factor at some locations due to the use of stoves, ovens or other appliances which may be heat producing for meal preparation. Area maybe very smoky caused by patrons cigarettes, cigars, etc. or may have unpleasant order due to excessive garbage.

Out-of-doors: In and out of central location during instruction of program participants, in and out of car, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus, may include driving or working in rain and snow and the need to install and drive with snow chains.

I have read and understand and am able to perform the essential functions of the job of Job Coach as outlined above. I have received a copy of this Job Description.

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Employee

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Date