



JOB VACANCY ANNOUNCEMENT

***Job Coach
Full-time
Salary-\$15.00 per hour***

GENERAL DESCRIPTION

Under the direct supervision of the Employment Coordinator, is responsible for assisting individuals with developmental disabilities and acquired brain injuries acquire and maintain employment in the Laramie community

MINIMUM QUALIFICATIONS

No experience required.

Current drivers license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at www.arkregionalservices.org Open until filled.

Ark Regional Services is an EEO/ADA employer.

TDD 1-800-545-1813 Extension 308

Posted: November 13, 2024

Job Coach General Job Description

Under the direct supervision of the Employment Coordinator, is responsible for assisting individuals with developmental disabilities and acquired brain injuries acquire and maintain employment in the Laramie community.

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc. Depending on assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care, including but not limited to bathing, showering, flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and trainings yearly within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Maintains documentation, including communication with team members/stakeholders, for people seeking jobs.
- ❖ Assists people to learn new job skills, maintain job skills they already have, and develop natural supports on the job site
- ❖ Provides employer/employee follow up services to ensure long term success.
- ❖ Provides transportation and is available for flexible transportation as needed.
- ❖ Assists with employees and tasks related to Shredding Technicians.
- ❖ Works with Employment Coordinator to identify and support those who are pre-employment.
- ❖ Instructs/co-instructs classes as scheduling allows, with an emphasis on Vocational Education.
- ❖ Other duties as assigned

MINIMUM QUALIFICATIONS

No experience required.

FLSA STATUS: Non-exempt **OSHA:** Occupational Exposure

Developed: 10/28/24