|  |  |
| --- | --- |
| **ENSO**  **16300 Christensen Road, Suite #340**  **Tukwila, WA 98188**  **206-829-2001** | **Enso_logo1** |

## POSITION OPEN: JOB COACH

**Part-time Hourly Employee**

**Description:**

Job coaches are responsible for supporting individuals with long-term employment with the goal of facilitating natural supports in the workplace. The specific details are further defined by the individual and their employer. Job coaches will also work on various activities and trainings and promote the mission and values of ENSO.

**Job Duties and Responsibilities:**

* Provide on-site support to the individual and employer.
* Provide training support to individual when job tasks change.
* Assist with establishing annual service plan goals for the individual with an Employment Service Coordinator.
* Maintain positive relationships with the individual, employer, and other supports.
* Coordinate with family or residential staff if needed.
* Implement solutions to transportation issues if needed.
* Responsible for the preparation of case notes regarding the services provided in relation to Employment Plans and DVR contracts as well as monthly reports related to wages and hours worked by the individual as required.
* Maintain communication with management.
* Attend meetings or trainings as needed for ENSO staff or the individual.
* Carry out additional responsibilities as identified and assigned by Program Manager.

**Preferred Qualifications:**

1. Knowledge, ability and desire to work respectfully with people with disabilities
2. Ability to relate to a diverse set of situations and individuals
3. Ability to express ideas clearly and concisely, written and verbally
4. Self-directed and can work independently

**Mandatory Qualifications:**

1. Must possess a valid Washington State Driver’s License
2. Must possess and provide proof of private auto liability insurance
3. Must complete criminal background search
4. Must possess current certification in first aid, CPR and blood borne pathogen prior to working alone with a client.