### TITLE: Job Coach

**BASIC FUNCTION:**

Coordinate and implement job development and placement programs; assist individual and special education students develop job plans related to assessment and training opportunities; consult area businesses for placement possibilities; provide extended assessments, job evaluations, training and placement for special education students in preparation for post-graduate employment.

**REPRESENTATIVE DUTIES:**

* Coordinate and implement job development and placement programs; assist individual and special education students develop job plans related to assessment and training opportunities; consult area businesses for placement possibilities.
* Consult areas employers of job development program.
* Analyze skills needed to complete job responsibilities; assist instructors in teaching these skills to students.
* Facilitate vocational assessment process for students.
* Develop individual student employment plans with individual students.
* Provide on-going contact with student from placement through retention component.
* Provide small group training in social and employability skills necessary for retaining employment and consideration for advancement.
* Complete necessary reports and submit to appropriate supervisor.
* Assist project team in coordinating services to participants.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Applicable State and federal laws and requirements.
* Principles and techniques of vocational training and employee selection.
* Sources and methods of labor market research, data analysis and job search techniques.
* Oral and written communication skills.
* Laws, rules and regulations related to assigned activities.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Promote and develop private and public employment opportunities for students and graduates.
* Encourage and recruit prospective employers.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.

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**ABILITY TO – continued:**

* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

* Must have a secondary school diploma or its recognized equivalent.
* Must meet the requirements for a criminal records check as specified by Kentucky state law.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.