

Job title	<i>Employment Specialist/Job Coach</i>	Position	<i>Full-time</i>	FLS A	<i>Exempt</i>
Supervisor	<i>Employment Coordinator</i>	Department Head	<i>Director of Adult Services</i>		

Job Purpose

Collaborate with highly skilled professionals and highly experienced staff to develop, plan, implement, and assess programs for transition aged-youth and adults with autism spectrum disorder and other developmental disabilities. Employment Specialist/Job Coach will utilize evidence-based practices for individuals with autism spectrum disorder (“ASD”) to plan and teach activities that enable participants to increase independent living, communication and pre-vocational skills in preparation for paid employment. The tasks may take place at The Els Center of Excellence or in community-based settings. This job requires flexibility in schedule (with a need for working during evenings and weekends) and commuting between worksite locations.

Job Coach Responsibilities

Instruction

- Create spaces and procedures that will keep participants safe during all activities and address any safety concerns immediately with Director of Adult Services
- Create groupings and natural support systems to fit the needs of each participant (i.e. employee mentors, pairs, one-on-one)
- Utilize explicit and systematic instruction (i.e. preview, breaking down tasks, building on skills, review)
- Utilize strategies based on Applied Behavior Analysis (ABA) within instructional and behavior management procedures
- Develop visual and communication supports for program participants and complete a referral for clinical services (BCBA, SLP, MHC) and support as needed
- Utilize a system of least prompts and fading strategies during skill acquisition, practice, and maintenance

Planning

- Assist in the development and implementation of career support inventory
- Conduct an environmental assessment of worksite and develop visual supports for participants prior to their first day of employment
- Collaborate with Director of Adult Services to conduct applicant interviews, situational assessments, and orientation
- Perform document reviews for each client before the start of program
- Ensure all client documents are completed and uploaded to Central Reach prior to providing services

Collaboration

- Collaborate with host worksite staff and management to ensure program fidelity
- Provide sensitivity training to employer partners and staff to ensure they learn effective strategies in supporting employees with autism and related developmental disabilities prior to client start
- Work with employers and worksite staff to ensure they take responsibility for onboarding, supervision, provision of accommodations, and ongoing communication with client/employee
- Serve as a liaison between participants, their families, Els for Autism staff, and host worksite
- Ensure weekly communication with clients and their support networks during job exploration in order to ensure timely employment placement
- Collaborate with clinical services team (i.e. BCBA, SLP, MHC) when designing and planning supports
- Schedule meetings with employer, participant, and participant’s support network when participant is having a challenge on the job
- Communicate all progress updates for VR clients to ensure the participant, participant’s support network, and participant’s VR counselor are kept apprised of all relevant information
- Attend all staff meetings, as assigned

Job Placement

- Actively assist in acquiring paid employment leads in the community
- Ensure meetings and conversations with potential employers support the desires of clients, adhere to HIPAA standards, and display a high standard of integrity and conduct while serving as a representative and ambassador for the Els for Autism, its mission, and the vision of the Els family
- Actively assist in matching participants to available positions in the community, as driven by their employment goal stated in their Individualized Plan for Employment
- Assist participants in resume writing, completing job applications, interviews, orientation, and on-the-job support

Assessment

- Use Central Reach to document meeting notes and daily progress notes for clients every week in a timely manner
- Perform daily, weekly, and pre/post assessments, as instructed by Director of Adult Services
- Assist Director of Adult Services in disseminating surveys to clients, families, and employers pre- and post-program.

Qualifications

Required

- Bachelor's Degree in Education, Rehabilitation, Applied Behavior Analysis or related field
- Minimum 2 years of experience teaching/coaching individuals with ASD and other developmental disabilities
- Current Basic Life Support (BLS) and CPR certification
- Valid Florida Driver's License and reliable transportation

Preferred

- Experience teaching adults with developmental disabilities
- Experience teaching job skills in community-based settings
- Experience securing paid employment opportunities for adults with developmental disabilities
- Experience implementing strategies based on Applied Behavior Analysis

Additional Requirements

- Level 2 Background Clearance (Els for Autism, AHCA, and School District of PB County)
- Ability to pass the Employment Specialist Training and Supported Employment certification
- Complete Els for Autism required training programs
- Flexible schedule for evenings and weekends required

Revised: 4/2021

Els for Autism Administrator Approval

Date

Employment Specialist/Job Coach Signature

Date