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| **Job title** | *Employment Specialist/Job Coach* | **Position** | *Part-time* | | **FLSA** | *Exempt* |
| **Supervisor** | *Employment Coordinator* | **Department Head** | | *Program Director* | | |

# 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 the supervisor/Program Director
* 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 support for program participants and complete referrals 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 supervisor/Program Director to conduct applicant interviews, situational assessments, and orientation.
* Perform document reviews for each client before the start of the 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 clients/employees.
* Serve as a liaison between participants, their families, Els for Autism staff, and the 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 the 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 supervisor/Program Director
* Assist supervisor/Program Director in disseminating surveys to clients, families, and employers pre- and post- program.

## Qualifications

Required

* Associate 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: 5/2023

Els for Autism Administrator Approval Date

Employment Specialist/Job Coach Signature Date