

JOB COACH

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing supportive services to recipients of services provided through the Department of Social Services participating in the Clean Sweep Program. This program was implemented to allow public assistance recipients to participate in work experience which will increase pride in themselves and to contribute to the betterment of their community. Participants will participate in activities including but not limited to picking up and disposing of waste from streets, sidewalks, and buildings, planting and maintaining community gardens and flower beds, shoveling and raking for the elderly and disabled. The work is performed under general supervision with some leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees participants of the Clean Sweep Work Experience, Community Service or Job Skills Training Programs;
Trains program participants of specific job duties and responsibilities at the work site;
Identifies and assesses any participant work adjustment issues as well as develops and carries out a plan for problem resolution;
Assists participants in proper socialization at the work site;
Records participants work progress and reports findings to the Employment Coordinator;
Encourages participants in performing work responsibilities;
Has responsibility for communicating with local agencies that are working in conjunction with the program;
Monitors program expenditures and maintains inventory records;
Transports participants to work sites and other locations as necessary;
Monitors vendor contracts to ensure compliance with terms;
Performs a variety of clerical duties in carrying out the administration of the program;
Prepares and maintains a variety of reports as they relate to the program.
Explains and provides program information to participants and staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the policies and objectives of the programs;

JOB COACH—cont' d

Ability to empathize with the characteristics, needs and issues of program participants;

Ability to establish and maintain cooperative and courteous relationships with program participants, agency staff, outside agencies and the general public;

Ability to plan, implement and coordinate activities typically required in the administration of programs;

Ability to analyze and organize data and prepare accurate records and reports;

Ability to operate a personal computer and utilize common office software programs;

Ability to keep records, prepare reports and direct activities;

Ability to understand oral and written instructions;

Ability to handle routine administrative details independently;

Ability to present data, reports and recommendations clearly and concisely in written and oral form as well as computerized presentation programs;

Ability to communicate effectively, both orally and in writing;

Ability to safely operate a motor vehicle;

Initiative;

Dependability;

Good Judgment.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public or business administration, social sciences, human services or closely related field and two years of experience in a public or private human services agency or health care agency which involved interaction with clients;

B) Graduation from a high school or possession of an equivalency diploma and four years of experience in a public or private human services agency or health care agency which involved interaction with clients;

C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

NOTE: Education beyond an Associate's degree in the field of public or business administration, social sciences, human services or closely related field may be substituted for stated experience on a year for year basis.