



Job Description

Job Title: Job Coach, Direct Support Professional, Grade 3
Reports to: Employment Services Manager
FLSA Status/Schedule: Non-Exempt; 30+ Hours per week
Location: Throughout County of service

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Qualifications:

- High School Diploma or equivalent
- One (1) year of previous work or life experience teaching daily living skills / providing supports to individuals with disabilities
- Demonstrated use of good judgment
- Effective verbal and written communication skills; ability to capture valuable case notes and relay the information through writing
- Proficient computer skills; proven ability to become proficient in new computer software
- Clear all pre-screenings, including criminal history records check, drug screen, child abuse registry, exclusions database
- Have and maintain clean NYS Driver License
- Have registered, inspected, insured motor vehicle
- Ability to operate motor vehicle focused on safety in compliance with all applicable laws
- Able to guide another in learning independent living skills
- Physical demands of the job include being able to:
 - stoop, kneel, reach, push, pull, sit, stand, walk, talk, hear, listen and communicate appropriately
 - exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

Essential Functions:

- Read and comprehend the goal plan of each individual served
- Provide on the job support by creatively implementing job modifications and restructuring to ensure the employee's progress and success while promoting socialization skills, employer policies and the achievement of stabilization by identifying and overcoming barriers to employment
- Exercise sound judgment within the culture of each work environment
- Demonstrate excellent verbal communication skills
- Write contemporaneous case notes which accurately capture pertinent information
- Submit accurate service documentation consistently within required deadline
- Work flexible hours to meet each employee's training needs, which may include some nights and/or weekends
- Communicate professionally with employers to both strengthen the partnership between ARISE and the employer, and collaborate on methods to increase the individual's success and independence at the job site

- Assist in training other job coaches, as needed
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course, hold protected health information and other sensitive information in strict confidence in accordance with ARISE and HIPAA policies
- Act in accordance with New York State's Office for People with Developmental Disabilities "Direct Support Professional Standardized Competencies"
- Follow the Code of Ethics developed through the National Alliance for Direct Support Professionals and attend all OPWDD mandated trainings
- Maintain professional conduct, including respectful interactions, as well as acknowledgment of professional boundaries (detachment from personal involvements with the individuals and/or their family members)
- Perform other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment