

JOB COACH

Job Location:	Sitka	Department:	Employment Services
Schedule:	Temporary, Part-Time	FLSA Status:	Non-Exempt
Pay Range:	\$24-\$25/HR	Reports To:	Employment Specialist

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

Provide coaching and support to employees with disabilities on the jobsite, and off-site as needed. Help employee learn and perform the job duties, remain on task, and access appropriate accommodations. Support employee to function as a positive member of the workplace team and in interpersonal communication on the job. Provide feedback to the supervisor about the consumer's strengths, weaknesses and progress on the job and provide suggestions for future employment success.

Responsibilities and Duties:

- Work in collaboration with the consumer experiencing disability
- Provide modeling and mentorship to the consumer which develops their skills in accomplishing work tasks and interacting positively with colleagues and customers
- Ensure safety is maintained in the work environment at all times
- Perform the consumer's job duties for demonstration
- Walk the fine line between helping the consumer complete job duties without doing the job for the consumer
- Help consumer develop appropriate self-advocacy skills with supervisor and colleagues
- Provide the consumer prompts as needed and provide frequent and authentic positive and growth-oriented feedback
- Make suggestions and develop tools for consumer's success at the workplace (i.e. task lists) to encourage independence
- Ensure the consumer arrives on-time and prepared for work by helping consumer develop strategies that work for him/her
- Keep written track of consumer successes, areas for growth and progress while on the job
- Contact your supervisor as early as possible if not able to work an assigned shift
- Other pertinent duties as assigned

Skills and Experience Preferred:

- Embraces the Independent Living Philosophy
- Strong interpersonal skills
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Personal experience with a disability and/or the independent living movement
- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage stress
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment

SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: _____ Date: _____