



**JOB OPENING:**  
**Part Time Job Coach**  
**Supervisor: Supported Employment Director**

**Qualifications:**

High School Diploma or GED.  
Experience working in the human services field or with individuals with developmental disabilities is preferred.  
Minimum 21 years of age.  
Must have own motor vehicle and NJ Driver's license along with an acceptable driving record.

**Job Summary:**

Is responsible for coordinating and implementing all phases of the job placement process for persons assigned to their caseloads. The primary responsibility of this job is to assist job seeking individuals in locating and securing satisfying job opportunities.

**Specific Duties and Responsibilities:**

1. Under the direction of the Director of Employment Services, the Job Coach performs all responsibilities associated with assisting a person supported in being able to maintain his or her employment.
2. Monitor and document the persons supported work performance; providing feedback and guidance to the participant when needed.
3. Provide regular feedback about the persons supported work performance to the participants Employment Specialist or Director of Employment.
4. Performs all duties in a professional manner that speaks well of the persons supported and the Agency.
5. Provides hands on training and assistance when required at employment sites.



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**(Continued)**

6. Identify, report, and monitor safety or medical issues that may impact the welfare of a person supported.
7. Maintains a cooperative and collaborative relationship with all agency staff.
8. Complies with all required regulations and procedures as dictated by funding sources.
9. Assures that all required paperwork and documentation is done in an accurate and timely manner.
10. Remains flexible in terms of scheduling their work time to accommodate the needs of persons served.
11. Attends all trainings, meetings and conferences as required.
12. Represent the Agency and service recipients in a positive and professional manner.
13. Assists in related areas as requested by the Director of Employment Services.

**Contact:**

In house applicants, please submit resume to main office.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.