



Title: Job Coach	Classification: Salary (non-exempt)
Reports to: Employment Program Manager; Executive Director	Last Revised: Nov 2024
Term: Full Time	Pay: \$20-24/hour; \$41,600 - \$49,920 DOE; Salary ranges listed are based on 40 hours/week Bonus: Employees are eligible for bonuses based on meeting identified targets

About REVEL:

Mission: REVEL is the bridge to adulthood for people with autism and to live meaningful, enriched lives.

Vision: Life Without Limits

Purpose: Our purpose is to fight potential isolation, depression, unemployment, and risk factors related to quality of life. We do this by providing opportunities to teach critical skills that enhance the lives of teens and adults with autism encouraging them to reach their fullest potential.

Benefits for you:

- Competitive pay
- Paid time off, holidays throughout the year and a floating holiday
- Medical and dental for full-time employees
- 403 B Matching up to X amount.
- Flexible scheduling options for work-life balance
- Stipend for professional development and continuing education
- Tuition reimbursement
- Opportunities to grow with a young, dynamic nonprofit
- Collaborative work environment with experienced professionals
- Diverse experiences with clients across various activities and community engagement
- An inclusive, fun, and active work setting

General Description: REVEL Job Coaches support individuals in obtaining and maintaining

meaningful employment while implementing a values based, person centered approach. A Job Coach works 1:1 or in small group settings with individuals with disabilities to help them develop skills to find success in employment. Job Coaches help the individual with any stage of the employment process from skill development, to the application process, to providing on-site job coaching.

Primary Objectives and Duties of The Job:

Connections & Communication:

- Develop relationships and connections with individual clients
- Use age appropriate language with all clients
- Uses a variety of modes of communication to engage clients and deliver instruction and help them achieve their goals
- Coach real-life job skills to individuals with disabilities at their workplace while providing the necessary supports to help them maintain employment in the community
- Maintain ongoing communication with workplace supervisors and team members to encourage generalization and maintenance of skills
- Provide on-site training, instruction, supervision, and advocacy for individuals at community job sites
- Support individuals in increasing independence in their workplace and community
- Works in collaboration with, and as an essential member of support teams.
- Collaborates with Program Manager to implement equitable and inclusive hiring and work practices in various organizations
- Be trained in safety care protocols and implement procedures accurately and effectively
- Uses various strategies to keep individuals engaged and motivated throughout each activity and during individual sessions
- Implement various strategies with several individuals at a time to support employment needs enrich interactions

Professionalism:

- Accepts feedback and responds by changing behavior in the moment
- Communicates regularly with supervisor about any issues you are experiencing with a client, family/caregiver or employer
- Works positively and collaboratively as a team member. Implements REVEL's communication policy by openly, clearly, and kindly communicating concerns to one another.
- Engages in appropriate behavior with board of directors, staff, clients, mentors, volunteers, employers and supporters in and outside of work
- Adhere to organization policies and procedures
- Attend scheduled REVEL team meetings and separate client meetings

Advancement Opportunities:

The **Job Coach** position at REVEL provides a strong foundation for supporting individuals with disabilities in obtaining and maintaining meaningful employment. As a role focused on coaching, skill development, and community inclusion, there are various opportunities for expansion into more senior roles with greater responsibilities. Below are potential career growth paths for a Job Coach, along with additional duties and areas of focus:

- **Sr. Job Coach**
- **Program Coordinator**
- **Program Manager**

Other Job Duties for Advancement to include:

- Train fellow Job Coaches or new hires on client specific programming
- Analyze data related to job coaching efforts
- Assist in Program Evaluation and Improvement
- Lead regular Employment team or client specific meetings.
- Contribute valuable observations and feedback for program evaluations
- Engage in Data Evaluation and Goal Setting

Ideal for someone who is:

- **People-oriented & Collaborative** - - enjoys interacting with people and working together as a team
- **Adaptable/flexible** - - enjoys doing work that requires frequent shifts in direction
- **Critical thinker** - - that is able to creatively problem solve in the moment
- **Open minded** and willing to continue to learn and adapt
- **Goal Driven** - - Is focused on achieving goals and producing results for self and REVELers
- **Independent** - - Able to take initiative and get things done
- **Loves learning and teaching**, and a desire to continue to grow and advance

Preferred Experience/Qualifications:

- Ideally looking for someone with at least 1-2 years of experience with I/DD community
- Physically able to perform job responsibilities (active movement, lifting up to 40 lbs.)
- CPR/First Aid preferred
- **We are looking for a range of days and hours.** This position requires the ability to **work flexible hours.** Hours and days range from Monday - Friday 9am - 6pm and evenings and weekends may be needed for specific job related sessions.
- Must have reliable transportation, a valid driver's license, and a willingness to transport clients in your vehicle.

What to expect:

1. Fill out application
2. REVEL will review your application and reach out with next steps
3. Initial interview (30-45 minutes long)
 - a. Going over REVEL, the Job position in more detail, Candidate job experience, REVEL's values
4. REVEL will review interview and reach out with next steps
5. Interview 2 - in person interview (1-1.5 hours)
 - a. Interactive portion with clients/REVELers
 - b. Sit down interview with situational questions

6. REVEL will reach out with a decision

REVEL is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. REVEL is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

If you require reasonable accommodation to complete this application, to participate in the interview process or to otherwise complete the hiring process, please contact Gabby Lorge, Operations Manager at gabby@revelinlife.org.