



**Job Opportunity  
Employment Services Job Coach  
Part time: ~20-28 hrs/week  
Variable schedule:  
May include later afternoon-early  
evening and weekend hours.  
March 15 2021**

**Job Summary:** Assist individuals with intellectual/developmental disabilities to develop, improve and maintain work related skills at community-based employment by providing individualized training, support and encouragement.

**CORE Responsibilities:**

- Provides individualized job training in conjunction with the employer relative to job tasks, work habits and employment requirements.
- Communicates effectively with individual, employer, coworkers and other Employment Services staff regularly concerning progress and issues involved with employment relationships.
- Identifies barriers and negotiates work related needs with employers, i.e., work schedule, site modifications, job adaptations.
- Facilitates social integration and interdependence or natural supports to reduce job coach supports.
- Completes all required documentation relative to employer, funding sources, etc.

**Key Requirements/Skills:**

- Prior experience with individuals with disabilities preferred.
- Excellent interpersonal and communication skills; must be comfortable and confident in working with and communicating with all organizational levels within community employers.
- Must be able to adapt to a variety of work settings, environments (retail, academic, food service, manufacturing, health care, etc.) and schedules (daytime to evening hours).
- Proficiency in Microsoft Office.
- Successful completion of criminal/caregiver background checks.
- Valid WI drivers license with clear record.

Submit letter of interest outlining applicable skills and experience to Human Resources Manager, [opportunities@portalinc.org](mailto:opportunities@portalinc.org).