



**Job Opportunity  
Employment Services Job Coach  
Part time: ~15-25 hrs/week  
Variable schedule:  
May include later afternoon-early  
evening and weekend hours.  
Posted: March 8 2023**

**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, primarily within Ozaukee and surrounding counties.

**CORE Responsibilities:**

**You'll ...**

- Actively help individuals to develop, improve and maintain work related skills.
- Provide job training in conjunction with the employer relative to job tasks, work habits and employment requirements.
- Identify both barriers solutions relative to work related needs, ie work schedule, site modifications, job adaptations.
- Facilitate social integration and interdependence and/or natural supports to reduce job coach supports.
- Complete required documentation.

**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.
- Valid WI drivers license with an approved driving record.

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