



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

Job Summary: Liaison between individuals with intellectual/developmental disabilities at their community-based job with their employer.

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.