



Rainbow Valley Resource Network | Seasonal Job Coach

Job Description

The job coach assists and supports trainees in gaining work-readiness skills such as time management, the cycle of task completion, and social skills that will be transferable to other employment opportunities.

The job coach manages several responsibilities at the same time—supporting trainees in acquiring basic job-, life-, and social skills, assisting with care needs, and providing off-hours chaperoning—with patience, flexibility, and care. The job coach must advocate for trainees, adapt the environment, and be a positive role model.

Responsibilities

Nurture spiritual, emotional, and care needs

- Study the teachings of Christian Science (CS) and model how to turn thought to God when in need
- Cherish each trainee’s unique strengths and help them recognize and expand upon these
- Refuse to accept limitations or negative stereotypes
- Help trainees identify personal interests, skills, and strengths they can bring to each experience—making it more meaningful and helping them transfer skills to future employment
- Take initiative to adjust intelligently and confidently to special needs or issues that may arise
- Act as a chaperone during off-hours (please refer to [RVRN’s Chaperone Handbook](#))

Nurture technical work skills

- Implement adaptations and modifications that are appropriate to meet the specific needs, allowing trainees to complete their work effectively, efficiently, and safely, while growing their independence
- Identify existing supports that will help trainees have a meaningful experience
- Seek other ways for trainees to be of service that will bless the workplace, i.e. “mini-jobs” during downtime
- Use data collection techniques to give feedback, identify support needs, and track progress

Nurture social and professional skills

- Speak to trainees like adults; don’t baby them or do work for them
- Maintain a professional code of respect and confidentiality. (Confidential information refers to any data or information, either personal or business, that is considered private and is not generally known.) Only share this type of information as it might be necessary to assist trainees.
- Serve as advocates on behalf of the trainees during a work program
- Understand the work community and how trainees add value

Requirements

Education and Experience

This position requires a bachelor's degree and a minimum of 3–5 years of work experience with individuals with special needs.

Qualifications and Skills

This position requires collaboration, flexibility, patience, tenderness, keen observation, time management, positive interpersonal communication and relationship skills, and creative problem-solving. They provide assurance, encouragement, and support for trainees. The ideal candidate is compassionate and sees their role as an opportunity to witness God in every aspect of the activities. They study the teachings of Christian Science (CS) and model how to turn thought to God when in need, especially in the workplace.

Technology Skills

Microsoft Suite, Google Docs/Sheets, familiarity with social media

Time Commitment

This is a seasonal position and the time commitment varies depending on the specific job that is being supported. Travel is required for most work programs. It is expected that the job coach will be available for staff training and that adequate time will be devoted in order to prepare for the specific job and to get acquainted with the trainees.