



## **Employment Professional - Job Coach**

Full-Time at \$22 an hour

### **Job Description**

The Employment Professional provides services to clients whose goal is to obtain or maintain competitive integrated employment. Services are funded by and licensed through the state of Oregon's Vocational Rehabilitation (VR) and the Community Developmental Disability Program (CDDP). The Employment Professional provides both face-to-face and indirect services, working at the client's residence, in the community, and at the HDE office. The Employment Professional reports directly to the Program Manager.

### **Responsibilities**

- Arrive on time and prepared for appointments and abide by company policy and procedure.
- Carry out employment services for HDE clients according to VR and CDDP rules, including but not limited to:
  - Support the client to maintain their job through the job coaching process. This includes spending time with the client while at work and communicating with the employer to help the client get the most out of their job.
  - Other service available through the VR and CDDP, including benefits counseling, employment path services, and community-based work assessments.
- Document and report the following in a timely manner:
  - Services provided and other important information about the client and deliver to the HDE office.
  - Incidents and suspected abuse according to mandatory reporting guidelines.

### **Benefits**

- Health, Dental, Vision Benefits Package
- Paid Time Off
- Mileage Reimbursement
- 401(k) Matching
- Flexible Schedule



## Minimum Requirements

- One-year experience working with people with disabilities or in a related human services field *AND* one of the following:
  - Bachelor's degree in Rehab Counseling or Special Education.
  - 1-year prior experience providing employment services through the VR or ODDS.
  - 2 years prior experience in a role that includes supervisory and/or training duties.
- Masks & Record of Covid-19 Vaccination *or* qualifying exemption are a requirement of our contract through the State of Oregon.

## Preferred Qualifications

- Knowledge of VR and CDDP program rules for employment services.
- Possess a vehicle to drive to a variety of work sites.

## Skills Needed

- Proficiency in the English language and with Microsoft and Google software products.
- Professional and technical skills to communicate effectively via phone and email.
- Reliable transportation to make it to a variety of work sites within a 30-mile radius of the HDE office.
- Willingness to provide services with compassion and reliability.
- A strong work ethic to problem solve and prioritize helping clients achieve goals.
- Experience working in disability services, social services or nonprofit sector.

## Instructions to Apply

Please send resumes to [michaela@hdehomecare.com](mailto:michaela@hdehomecare.com), or call our office at (503) 686 – 9079 for more information.