

## **Part-Time Job Coach for Adults with Developmental Disabilities (part time 20 hours per week)**

### **Who we are:**

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States.
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties with our office located in beautiful Austin, Texas.
- We provide case management and innovative programs to individuals with Autism, Cerebral Palsy, Down Syndrome and other intellectual and/or developmental disabilities (I/DD).
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for individuals who experience I/DD. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity.

### **Responsibilities:**

- Assist individuals with I/DD in identifying, choosing, obtaining and maintaining community employment.
- Essential duties include, but are not limited to:
  - Developing and coordinating supported employment positions in the community
  - Providing on-site job training
  - Documenting provision of services as designated by standards, rules, and policies
  - Maintain communication with employer, co-workers, family, service coordinator, other agencies and supervisor
- This is a PART TIME, NON- EXEMPT position, 20 hours per week (up to 28 hrs/week as needed)

### **Required Qualifications:**

- High school diploma or GED
- Must have a valid Texas Driver's license, insurance, and a personal vehicle.
- Ability to travel locally
- Pass background check
- Must be flexible, some evenings and weekends will be required as scheduled. Work schedule may change based on the needs of the individual we are supporting.
- Must be able to work effectively as part of a team as well as independently
- Have basic computer skills and an ability to learn computer programs

### **Preferred Qualifications:**

- Experience working with individuals with I/DD, previous job coaching experience, experience performing administrative tasks and knowledge of task analysis are all a plus
- A University of North Texas Workplace Inclusion and Suitable Employment (UNTWISE) Texas Job Placement credential
- A bachelor's degree in rehabilitation, business, marketing, or related human services
- One year of full-time experience performing Personal Social Adjustment Training (PSAT) or similar duties

### **How we will make it beneficial for you:**

- We will pay you \$17.00 per hour
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day