
Job Coach

Job Coaches assist clients in various employment settings with the development of workplace skills.

Time commitment: Minimum 3 hours per week

Tasks/Responsibilities:

1. Develop knowledge of various tasks performed in a variety of workplace settings
2. Liaise with Employment Specialists to identify workplace performance concerns
3. Meet with Client at work place to review performance concerns
4. Identify remedial action required
5. Provide employment coaching assistance to Client
6. Monitor for continued improvement and provide ongoing coaching as required
7. Provide feedback notes to Employment Specialists

Skills/Abilities:

- Reliable, dependable
- Self starter
- Ability to work independently with minimum instruction
- Experience in different workplace settings
- Warm and friendly, likes people
- Some office skills are an asset
- Computer skills an asset