

Kingsland Special Needs Ministry

Friends Center Café

Job Coach/Coordinator Job Description

Role Title: Special Needs Ministry Job Coach/Coordinator

Department: Special Needs Ministry

Reports To: Executive Director for Special Needs Ministry

Exemption Status: Non-exempt/hourly

Job Description

The Kingsland Special Needs Ministry Job Coach/Coordinator provides guidance and support to individuals with special needs who work in the Friends Center Café. The job coach/coordinator works with a wide range of individuals with special needs who require support to be successful in their job assignment. The job coach/coordinator develops effective coaching plans by assessing individual strengths, assists in developing job-related skills, provides support in developing appropriate social skills, and advises on workplace accommodations. The role of the job coach/coordinator involves monitoring the progress of individuals, developing work schedules, maintaining records, and preparing required reports.

Job Requirements/Qualifications

1. Has made a public profession of faith and has a personal relationship with Christ.
2. A minimum of a high school diploma/GED.
3. A clear background check.
4. Experience in providing services to individuals with special needs, preferably adult vocational services.
5. Knowledge of disability benefit requirements i.e., SSI, SSDI, Medicaid, etc. preferred.
6. Excellent communication, observation, and judgment skills.

7. Ability to work independently with minimum supervision.
8. Excellent interpersonal skills, motivated, flexible, and demonstrates empathy.
9. Must demonstrate a strong work ethic and reliable work attendance.
10. Excellent organizational and problem-solving skills.
11. Demonstrates a respect for diversity.
12. Strong ability to inspire and motivate.
13. Passionate about helping others enhance their lives and promote independence with respect and dignity.

Job Responsibilities

1. Assist individuals with special needs in experiencing successful work-related skills.
2. Assist in coordinating the interviewing and hiring of individuals with special needs.
3. Coordinate and provide training to individuals in all skill areas of assigned job responsibilities.
4. Evaluate work performance and provide on-going feedback to individuals working in the café.
5. Teach and provide coaching to ensure appropriate work-related behaviors and social skills.
6. Serve as a liaison between the Special Needs Ministry and café management to ensure a positive working relationship.
7. Coordinate weekly work schedules for each individual and provide schedules to café management.
8. Maintain and submit individual time records to business office.
9. Develop effective coaching plans based on each individuals' strengths and areas of need.
10. Communicate with individuals to discover personal work barriers and set goals to overcome identified barriers.
11. Make recommendations on job assignments based on individual's skill level.
12. Keep Executive Director of Special Needs Ministry informed of specific ministry needs, areas of strength and needed improvements.
13. All other duties that may be required for efficient, effective delivery of services.