

# JOB COACH

## DIRECT SUPPORT CAREERS IN THE DEVELOPMENTAL DISABILITIES FIELD

### OCCUPATIONAL PROFILE

#### What is a job coach?

A job coach, also called an Employment Specialist, assists individuals with disabilities to find and keep jobs. Job coaches also work with employers. They provide on-site support to individuals in order to help them adjust to the workplace and the routine of getting to and from work. Once the individual becomes acclimated to their job and environment, job coaches spend less time on site, but continue to evaluate and monitor the site and offer support when needed.

#### What do they do?

- Network with local businesses/employers to develop employment opportunities for individuals with developmental disabilities;
- Provide vocational counseling and job coaching to individuals;
- Complete job/task analysis; including developing and implementing job training plans;
- Monitor job placements with a goal of 90-day retention;
- Visit job and internship sites and meet with individuals with disabilities on-site, as scheduled; including evenings and weekends;
- Provide intensive skills training and employment adjustment counseling at the job site;
- Monitor individuals' work adjustment through direct observation and through meetings with employers and supervisors;
- Meet with individuals for follow-up counseling at the agency site;

- Develop and prepare written assessment of individuals' adjustment to work and file them in case records; and
- Attend case conferences or interdisciplinary team meetings and training and development workshops.

#### What qualifications do they need?

Employers seek candidates with at least an Associate degree, but many prefer a Bachelor's degree in a relevant area, such as Human Services. Candidates who have prior job counseling experience, especially experience working with special needs individuals, have a competitive advantage. In general, employers are seeking candidates who are able to work flexible schedules and visit multiple job sites in a day.

#### What do they earn?

According to PayScale.com, the median annual salary for job coaches in New York City is \$44,000 and ranges from \$35,000 to \$59,000.

#### What are some typical career paths for Job Coaches?

Job coaches can become supervisors or coordinators of employment programs and can move on from there to be program directors with greater responsibilities. Some might move in the direction of marketing within a non-profit organization. Higher-level management positions usually require at least a Bachelor's degree and substantial experience.

## How many job openings were advertised in the New York City Metropolitan Area in the past few months?

From April 2015 to August 2015, there were 53 advertisements for job coaches posted online.

## What employers advertised for the most Job Coaches?

- YAI
- AHRC
- Universal Resource Institute
- SCO Family of Services
- Services for the Underserved
- ResCare

## What kind of skills and competencies were the employers seeking?

Employers looking for in Job Coach candidates sought :

- The ability to work independently;
- Strong written, verbal and computer skills;
- Prior experience working with individuals with developmental disabilities;
- Valid driver's license; and
- A willingness to travel.

## Where were the advertised jobs located?

Most ads were posted by Manhattan-based employers. Other employers were based in Brooklyn, Queens, and Long Island. The jobs themselves may be located elsewhere in the region where these employers have facilities or where the individuals they serve are employed. Job coaches that help their individuals assimilate into work settings in the community can expect to travel on a circuit to many job sites. This is why most advertisements require or prefer candidates with a valid state driver's license.



## What types of jobs were advertised?

Most of the job ads in the past few months were for full-time and part-time permanent positions. Almost all demand a flexible work schedule.