



DPAC
DEAF PLUS ADULT COMMUNITY

Career Opportunity Job Coaches

Interested in working with Deaf or Deaf-Blind individuals with diverse abilities? Some individuals may have intellectual disabilities along with developmental disabilities. Our program is an inclusive program with full integration by utilizing American sign language and is a deaf-centered non-profit organization. We are seeking individuals who are passionate about raising the bar of employment options and opportunities for Deaf Plus individuals. This job requires effective on-the-job coaching and provides a rewarding experience.

Position: part time and full-time Job Coach

Hours: Flex hours; Days, evenings and weekends

Reports to: Supported Employment Manager

Administrative Functions:

- Prepare monthly reports as required
- Monitor client progress weekly in performance reports

Organizational:

- Participate in staff meetings as required
- Maintain a professional attitude and be a good team player with all staff and consumers.
- Treat consumers with respect and always be supportive
- Maintain confidentiality of clients and staff information as required by law and policy.
- Comply with consumers' rights and program policies.

Consumer Support Functions:

- Provide on site and off site job coaching and training to consumers; teaching them specific job tasks as well as their work responsibilities and professional behavior.
- Work directly with consumers to develop interviewing skills and build effective resumes; assists consumers in completing job applications as needed.

Location:

- Office based in Newark



On-Site Client Work Locations:

- Alameda County
- Fremont
- San Jose
- Dublin
- Pleasanton
- Oakland

Compensation based on experience:

Mileage reimbursement compensated monthly

Requirements:

- Fully vaccinated including Booster
- High energy, professionalism and integrity
- High school diploma or GED
- Experience with developmental delays or Intellectual disabilities preferred
- Fluency in American Sign Language and written English
- Valid driver's license preferred and car available
- Provide documentation of First Aid & CPR certification thirty days after employment begins.
- Proficient in Microsoft Office and Excel