

Affinity Ranch Job Coach

Job Coach for Pre-Vocational Program and 1:1 Job Coaching for Participants with IDD



Affinity Ranch is a non-profit organization. Our mission is to ENRICH OUR COMMUNITY THROUGH CONNECTION AND INCLUSION. Our vision is: *To serve and empower our community, including those with differing abilities, veterans, and families through healing with animals and the experiential nature of the Ranch.*

Affinity Ranch offers Adaptive Horsemanship, Physical Therapy with Equine Movement, Psychotherapy with Equine assistance, Inclusive Recreational Activities as well as Pre-vocational and Job Coaching services. We serve children and adults living with developmental, emotional, intellectual, or physical challenges.

Job Description:

Job Coaching in our Pre-Vocational Program, it is your goal to provide an opportunity for the participants with intellectual/developmental disability (IDD) to develop skills that will help them find meaningful employment in the future. The curriculum is focused on developing skills that can translate into employment, these skills can include but is not limited to the following:

- Following directions
- Following a schedule
- Tolerating unpreferred tasks
- Completing a project from start to finish
- Engage in learning activities to gain knowledge
- Learn culinary, garden, business, tech, product development and other relevant work skills.
- Teamwork
- Reliable attendance
- Resume Preparation
- Filling out applications
- Interview Preparation

Job Coaching with our Supported Employees, it is your goal to provide an opportunity for the participants with intellectual/developmental disability (IDD) to gain meaningful employment by supporting them with the following:

- Learn to work with a team of co-workers
- Develop communication skills
 - Email, Slack, Verbal, checklists, etc.
- Learn job-specific tasks
- Gain vocational experience
- Learn accountability in the workplace
- Develop independence through practice and targeted goals
- Gain self-confidence
- Continued Growth within their employment
- Learn to advocate for themselves

The Job Coach does not need to have extensive experience in any particular vocation. Affinity Ranch's Job Coaches will work with participants to create an individualized learning experience. The program will equally focus on the soft skills that help a participant thrive in a cooperative workplace: teamwork, responsibility, and communication as well as the hard skills involved in the field of interest.

As participants become ready for Affinity Ranch or community-based employment, you may be responsible for helping them search for jobs, creating a resume, preparing for and attending interviews, and supporting the participants in their job responsibilities at the ranch.

IMPORTANT: THIS JOB MAY REQUIRE WORKING OUTSIDE, WORKING WITH ANIMALS, WORKING WITH TOOLS, WORKING IN INCLEMENT WEATHER CONDITIONS.

Compensation: \$17/hr

Hours will be based on job coaching needs at the ranch. 2 additional hours per week will be given for administrative tasks such as communication with other staff, and case managers, setting up new participants, curriculum development and planning, goal setting, and tracking. An additional 1 hour per week will be given for attending

meetings with the Executive Director and or staff meetings. ***If additional hours are needed for administrative tasks they must be approved by the Executive Director in advance.*** As the program grows more admin hours will be granted to support a growing group of participants being served.

Reports to: Executive Director

Requirements

- Have a passion for the mission of Affinity Ranch: *Enrich Our Community Through Connection and Inclusion.*
- Maintain current certifications in the following; CPR, First aid, MANE, Incident Reporting, Rights of the Individuals
- Pass a criminal background check
- A minimum of a High School Diploma
- Applicable previous experience working with an at-risk population (disabled, elderly, children, etc)
- Respond well under pressure and be able to act swiftly and responsibly in a variety of situations, while maintaining the highest quality of care and ensuring health and safety is a top priority
- Strong verbal communication skills and the ability to manage conflicts and challenging behaviors professionally while maintaining respect.
- Excellent written communication skills (professional and grammatically correct)

Job Coaching Specific Duties

- Attend an orientation for employment site with participants.
- Support participants on the job and model tasks.
- Modify tasks as needed to meet the participant's abilities.
- Communicate with the employer and check in as needed to ensure they are happy with the participants' work and progress.

- Begin to fade support and allow the participant to become independent in the tasks required while maintaining the quality of work for the employer. (The objective of supported employment is to help a participant become independent in their job).
- Communicate well with all parties involved (participants, families, advocates, Affinity Ranch, DVR Counselors, employer, etc.) Maintain realistic expectations for everyone involved in the process.
- Provide thorough notes in our software program each time you work with participants. Include what support was provided and why.
- Job Coaches will communicate with case managers to make sure service plans are in place and units are allotted to cover the participant's work hours as well as any admin time needed for the Job Coach.
- Communicate regularly with the Executive Director through regular meetings to gain program support and give updates on participants.

Pre-Vocational Program

- The Job Coach leading the pre-vocational program is responsible for developing and planning the curriculum for the group. (This may be a shared responsibility depending on how many participants are in the program at any given time or if job coaches are splitting days they can split the planning as well.)
- The Job Coach is responsible for setting goals for their participants and tracking progress toward these goals.
- The Job Coach is responsible for writing accurate notes in RanchApps each time the Job Coach works with the participants. This ensures that the ranch is able to bill appropriately for services provided.
- As participants become ready for a job coaching experience the Job Coach will work with the Affinity Ranch team to find or create a position that fits the participant's goals and interests.

Environmental Factors

- Indoor and outdoor work environments, including inclement weather
- Walking between work sites

→ Exposure to dust, heat, cold, moisture, equines and other animals, associated odors, and noisy conditions.

Location

11892 Hilltop Rd Parker, CO 80134

Job Type: Currently Part-time but may become Full-time as participants are added to the program.