

## **Part-Time Job Coach (Montgomery County, Maryland)**

### **Overview of Position:**

This Job Coach position will focus on assisting clients at work sites in Montgomery County. This position is responsible for evaluating, supporting, and training individuals with disabilities by providing various career-based training at employer work sites. An important aspect of the job is gaining knowledge of and implementing the best methods to performing the duties of job the client will be responsible for.

### **Essential Functions/Responsibilities:**

- Uses techniques to help the employee learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site.
- Providing guidance to one or more individuals at the job-site to ensure that the duties of the job are performed to the satisfaction of the employer.
- This responsibility involves performing the job duties along with the individual(s) as needed so that the production level determined by the employer is consistently maintained.
- Document client progress and evaluate the client's progress weekly.
- Facilitates and encourages appropriate social interactions with clients at their job/volunteer site.
- Ensures clients comply with all safety regulations and procedures at their job/volunteer sites.
- Demonstrates ability to multi-task and prioritize effectively.
- Demonstrates excellent communication skills.
- Develop and build natural supports on the work-site by seeking to explore and develop additional opportunities.

### **Skills/Knowledge/Qualifications:**

- Able to work independently and autonomously.
- Strong communication skills: written and oral
- Strong interpersonal skills.
- Strong organizational and problem solving skills.
- Ability to prioritize and juggle concurrent demands
- Ability to work as a team and collaborate with others.
- Must have car and willingness to travel within Montgomery County, Maryland.
- Bilingual in Spanish a plus.

### **Job Type: Part-time**

### **Send letter of interest and resumé to:**

TransCen, Inc. – Human Resources  
12300 Twinbrook Parkway  
Suite 350  
Rockville, Maryland 20850

Or

Email [HR@transcen.org](mailto:HR@transcen.org)