



JOB POSTING: Job Coach for Adults w/IDD in Parker and Aurora, CO

About Us:

At Stepping Stone Support Center, we are not just another organization. We are a movement. Our mission is to give adults with intellectual and developmental disabilities (IDD) opportunities to become the best versions of themselves. Every program, every class, and every interaction is rooted in our unwavering commitment to empower the people we serve, giving them a voice, a platform, and the ability to thrive. If you are seeking a place where your work can be a beacon of change, then Stepping Stone is your destination.

About the Role:

As a Job Coach, you will assist participants in obtaining and/or successfully maintaining employment in the community, using a person-centered approach to ensure their personal interests and skill sets are considered.

- **Job Coaching:** Communicate the job search process thoroughly with all parties involved and support the participants in their positions once employment is secured. This includes modifying tasks to match needs/skill levels, modeling tasks for training purposes, and advocating with employers to ensure fair treatment.
 - **Relationship Building:** Foster deep connections by offering support, understanding, and mentorship to participants, making a true difference in their lives.
 - **Advocacy:** Empower participants to advocate for themselves in the workplace.
 - **Documentation:** Keep accurate records and notes in a timely manner.
-

Expected Outcomes:

Within 15 Days:

- Acquaint yourself with Stepping Stone's approach to empowering individuals with IDD.
- Build trust and rapport with your participants to understand their unique needs and challenges.

Within 30 Days:

- Initiate small, participant-specific changes aimed at improving their self-sufficiency and engagement in the workplace.
- Develop personalized, short-term goals that align with each participant's abilities and aspirations.

Within 45 Days:

- Monitor and record improvements and milestones achieved by participants and refine your approach as needed.
 - Document tangible progress in participant's workplace skills, social interactions, or other predefined metrics.
-

Need to Have:

- High school diploma or equivalent
- Valid driver's license, reliable transportation, and proof of current auto insurance
- Ability to work in the Parker and Aurora, CO areas.
- Previous experience or a strong desire to work with an at-risk population
- Strong verbal and written communication skills
- Once Job-Coach obtains an ACRE certification they are eligible for a wage increase. ACRE certification will be a state requirement by 2024 (SB 18-145).

Nice to Have:

- Previous experience in job coaching or as a home health aide or direct-care provider
- Tech-savvy for record-keeping and documentation
- Ability and willingness to work weekends, if needed

Schedule:

- This position will start with a small number of hours per week and then grow as authorizations for services come in. Applicant must be able to be flexible and to start with a potentially small caseload and then grow, as needed, to a larger caseload.
- Part-time: 10-31 hours/week.
- Full-time: Starting at 32 hours/week.
- Flexible, based on participant needs – ideal for university students, parents, retirees, and others with flexible schedules.

Location:

- Parker, CO and Aurora, CO areas

Pay Rate:

- \$18-\$20/hour, depending on services provided

Benefits:**For Part- and Full-time Employees:**

- Paid Sick Leave – See Employee Handbook for accrual information.
- Option to enroll in 401(k) plan – Must meet *requirements.
* Requirements of 401(k) enrollment; the employee must be employed for three months and be at least 21 years of age. *

For Full-time Employees Only, effective the first day of the month following the 60-day introductory period:

- Enrollment in small company-paid life insurance plan
- Option to choose a medical insurance plan (company pays first \$300/mo. of premium), HSA option available on specific plans
- Option to register for company-paid dental insurance
- Option to purchase vision insurance
- Paid company-recognized holidays
- Paid time off & bereavement leave