Job Coach/Administrative Assistant Job Opportunity
The de Moya Group

Primary Duties and Responsibilities:
Assist individual with a disability to learn and accurately carry out job duties as well as provide office administrative support to staff and unit supervisor. Provide one-on-one training tailored to the needs of the employee with a disability. Work directly with behavior analyst implementing behavior plan. Perform job analysis to identify the job duties and develop a specific plan to train the employee to perform job duties accurately, effectively, and as independently as possible.

Essential Functions:
• Perform job-coaching duties
• Work with the employee and the employer
• Work with Certified Behavioral Analyst on behavior plan
• Document job duties and behaviors on daily reports
• Foster appropriate work relationships with other staff members
• Direct care includes job coaching, job skills, training, counseling, intervention and advocacy
• Utilize a variety of job coaching techniques to meet the employee and the employer needs.
  o Includes: identification and analysis of work to be performed, assisting the employee to master job duties, documentation of progress, and behavior coaching

Professional Conduct:
• Serve as a positive role model, model appropriate work skills, behavior, and social interaction.
• Maintain absolute confidentiality in regards to all people served and personnel records.

Job Requirements, Qualifications, Skills:
• High school diploma or G.E.D. Equivalent.
• Experience related to the field of social services or a B.A. degree in Psychology, Education, Human Services, or a related field preferred.
• Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
• Some skills needed are operating standard office equipment, software applications, preparing and maintaining accurate records and data.
• Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and ensuring the fulfillment of the employee’s responsibilities/best interest.
• Full time 40 – 50 hours a week, some Saturdays. Hourly compensation and starting rate depends on education and experience. Benefits include paid vacation, holidays, health and dental insurance, and 401(k) plan.

Please send resumes to Lileana de Moya at lily849098@gmail.com. For questions please call 305.667.9112.