



Tierra Employment Services

Employment Consultant (Job Coach)

Position Title	Employment Consultant (Job Coach)
Service Location	Tierra Village and Community
Reports to	Employment Services Director
Days/ Hours	20-40 hours per week; specific assignment determined at hire
Compensation	\$19.00 - \$22.00 per hr. DOE



Position Description:

The Employment Services program at Tierra Village provides opportunities and assistance for people with disabilities to find and retain employment. The Employment Consultant assists individuals with developmental disabilities in obtaining, maintaining, and advancing in community paid employment that is consistent with their vocational goals.

Duties include getting to know the participant and their interests, assisting with resumes and job applications, approaching perspective employers to hire individuals, support during interviews, assistance during hiring and on the job training. This position also maintains excellent communication with the participant, family, guardian, job-site supervisors, and other involved parties. Training will be provided.

Key Responsibilities & Related Tasks:

- Build and maintain relationships with clients, circle of support, employers, case managers and housing partners.
- Job development and job placement for individuals who have developmental disabilities.
- Develop a written Employment Plan with the client and their circle of support team which identifies specific employment outcomes, job development strategies, employment support activities, and other relevant job planning outcomes.
- Assist client in resume writing, job search, and interviewing techniques as needed.

- Assist clients in learning job tasks, adapting to the workplace environment, adhering to the dress codes, behavior expectations and establishing normalized work routines of the particular work site where he/she is employed.
- Job retention services to help clients reduce barriers to retention and navigate their industry of choice.
- Maintain case notes and progress reporting in compliance with county DDA and organizational requirements.
- Participate in team meetings and planning sessions.
- Travel throughout the assigned area and provide transportation to clients as needed.

Requirements:

- At least 21
- High school diploma or GED / some college preferred.
- Able to provide own reliable transportation daily to multiple off-site settings.
- Must have current Washington state Driver's license and proof of insurance.
- Compliance/completion of form I-9, Immigration and Naturalization Services as required by law.
- Must be able to pass a WA State criminal history background check prior to employment.
- First Aid and CPR cards or training within 45 days of employment.
- Food Handler's card or ability to obtain within 30 days of employment.



You will be successful if you:

- Believe that everyone who wants to work, can work.
- Have experience working with adults with developmental disabilities or have the willingness to learn.
- Have the openness to learn about each client, their skills, and see their potential regardless of disability or diagnosis.
- Thrive in an environment that is constantly changing, is different every day, and can get work done remotely out in the community with clients and with minimal supervision.
- Have the ability to self-direct, manage your schedule, and complete action items in a timely manner.
- Understand the basics and is willing to learn Microsoft 365.
- Strong self-care practices and the ability to set healthy boundaries.