

**EAST SHORE INDUSTRIES, INC.**  
**JOB DESCRIPTION**

**JOB TITLE: COMMUNITY COACH  
(DAY AND COMMUNITY SERVICES)**

**DEPARTMENT:** Day and Community Services  
**SUPERVISOR:** Client Services Coordinator  
**STATUS:** Non-exempt

**SUMMARY:** With the support and direction of the Day and Community Lead, the Community Coach is responsible for helping people with intellectual disabilities connect to their communities through small group activities such as community events / activities and volunteer opportunities. The Community Coach also provides support, instruction and assistance to individuals for the purpose of increasing independent living, employment skills, social skills, and facilitating full participation in community life.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Using Discovery and other assessment techniques, assess individuals' interests, skills and support needs and develop plans and activities based on the information obtained.
2. Identify community resources and activities pertaining to the interest and skill level of participants whom they're serving.
3. Facilitate participation in typical and integrated activities (those used by the general public), events and organizations in the participant's neighborhood or local community in ways similar to others of the same age and who share similar interests.
4. Assist individuals with lifestyle development goals such as, but not limited to- developing and maintaining friendships; and developing connections with others in the community around shared skills and interests.
5. Act as a role model and mentor in all areas of daily living, especially age appropriate social behavior, personal care and interpersonal relationships, both in work and other community environments including appropriate work-related dress, habits and attitudes.
6. Provide ongoing training and other support services to enable a person to be employed in the community and to use community resources to participate in community activities.
7. Accompany participants to activities, if needed, and facilitate involvement.
8. Provide support to maintain and/or enhance personal independence as determined by the individual's goals and desires.

9. Provide attendant care and/ or other supports as necessary (i.e. personal care, medication assistance, etc.) in a respectful and private manner.
10. Provide and assist with transportation including mobility training, coordination and scheduling of transportation services, as needed.
11. Maintain required written and electronic records including progress of goals identified on participant's person-centered plan, incidents, challenges, etc.
12. Communicate regularly with team members and case management regarding individuals served, progress on goals, coordination activities, and ongoing strategies.
13. Maintain confidentiality of information regarding individuals and families in accordance with agency, State, and Federal regulations.
14. Performs other duties as directed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED). Capable of being firm, but have sensitivity, and able to use tact and diplomacy in dealing with fellow employees, workers, participants, families, legal guardians, general public, and other public or private agencies. Ability to influence the actions of others, self-direction and self-motivation are required. Able to work with limited daily supervision and make accurate, rapid independent decisions. Knowledge of principles and practices used in working with people who have varying abilities. Basic understanding and utilization of computers.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, participants, and other employees of the organization. Ability to instruct individuals who may have limited understanding.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to use common sense understanding to carry out instructions furnished in written, oral, or diagram form, and to do so in a respective and professional manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must daily lift and/or move up to 50 pounds unassisted; up to 75 pounds for a two-person transfer, and up to 50 pounds for a one person assist. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by personnel assigned to the position. They are not intended to be an exhaustive list of specific responsibilities, duties, and skill required of personnel so classified.

East Shore Industries, Inc. is an Equal Opportunity and Affirmative Action employer in compliance with the Americans with Disabilities Act. East Shore will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.