



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦  
[www.reachak.org](http://www.reachak.org)

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**AN EQUAL OPPORTUNITY EMPLOYER**

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**JOB ANNOUNCEMENT**

**POSITION:** JOB COACH I

**POSITION #:** 06A-0810

**DEPARTMENT:** Supported Employment

**SALARY:** Up to \$15.00/hr DOE & Excellent Benefits

**CLOSING DATE:** Immediate Opening - Open Until Filled

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**DUTIES & RESPONSIBILITIES:** These positions provide supported employment services to adults experiencing developmental disabilities. Employment settings may include REACH Shredding, REACH Custodial, and various Community-Based employment settings. Under direction of the Supported Employment Manager, job coaches will promote new learning skills, and help individuals attain the maximum level of independence by increasing productivity and helping to develop strong work ethic. Areas of focus will include communication, responsibility, reliability, dependability, transportation, self-care, etc. Responsibilities include maintaining excellent communication with area employers, providing them with excellent customer service, and ensuring that the employer's policies and procedures are upheld at all times. Job Coaches will serve as role models; incorporating the Agency's mission statement, core values, and service principles into their daily interaction with staff, clients, and employers. Job coaches shall ensure that a safe and clean work environment is maintained at all times; and promote a positive, professional working relationship with staff. Full and part-time opportunities exist. Evening work will be a requirement of these positions; and such evening hours will include 5:00 – 9:00 PM (Monday through Friday). Responsible for maintaining accurate records and files, including the daily preparation of service delivery notes; and ensuring that strict security measures and procedures are adhered to. Job Coaches are responsible for ensuring that employees wear appropriate clothing while on duty; including a required uniform shirt and photo identification badge. Shall comply with all Agency policies and procedures, and N.A.I.D. standards and certification requirements, if applicable; and ensure client confidentiality as prescribed by Agency Policy and various Federal and State Laws. Daily lifting is required.

**- CONTINUED ON REVERSE SIDE -**

**QUALIFICATIONS:** Minimum six months experience (paid or volunteer) working with individuals who experience developmental disabilities; **OR** any equivalent level of education, experience, and/or training which demonstrates the ability to perform the essential job functions. A self-starter, who is conscientious, compassionate, patient, and understanding of the client's health, safety, development, and enjoyment of life. Strong interpersonal and written communication skills. Excellent organization, documentation, and time management skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously. Effective problem solving skills, and the desire to function as a team member. Ability to assist clients in their daily work activities,

**REQUIREMENTS:** *These positions require the ability to lift items, weighing up to 50 pounds, on a regular and daily basis.* High School Diploma or G.E.D. required. AA or BA in related field preferred. TB clearance required. CPR and First Aid Certification is required within the first thirty (30) days of employment. Successful applicants shall be required to undergo a successful DHSS criminal background and fingerprint check, and drug testing, prior to employment. If driving is required of this position, applicant must be at least 21 years of age, possess a current valid Driver's License; and provide Agency with proof of current Auto Insurance Coverage and successful Alaska State Motor Vehicle "Full History" Driver's Report, prior to employment. If applicable, successful applicant shall be required to adhere to any and all requirements necessary to obtain and maintain N.A.I.D. certification. This may require periodic drug testing. Under existing N.A.I.D. requirements, all work within the REACH Shredding Facility will be performed under 24/7/365 video surveillance. Additional security measures within the REACH Shredding Facility include an alarm system and motion detectors.

**APPLICATION PROCESS:** Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ [www.reachak.org](http://www.reachak.org) Please submit a completed REACH, Inc Application for Employment, and resume to Human Resources; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc.

***Please Note: : REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.***