



## Employment Coach

**Job Title:** Employment Coach

**Department:** Lifespan Services

**Reports to:** Employment Coordinator

**Type of position:** Part-time or Full-time

The Employment Coach will provide direct vocational training and support to teens and adults with intellectual and developmental disabilities in the community and on-site at Down Syndrome Innovations to assist them in preparing for and engaging in successful and meaningful employment, both in group and 1-on-1 learning opportunities. Activities will include skill building and developing learning opportunities based on the six Pillars of Programming (Daily Living, Communication and Social Skills, Community, Health, Wellness, and Safety, Self-Advocacy, and Vocational). This is a collaborative position, working in close partnership with the Employment Coordinator, Adult Education Specialist and School-Aged Educational Coordinator to ensure all aspects of services are well-coordinated within our organization and that we are improving the quality of life of the participants with Down syndrome we serve.

**Program Description:** Through comprehensive services and programs, the Lifespan Services team enables brighter futures for people of all ages with Down syndrome. Lifespan Services include educational and therapeutic programs that aim to maximize independence and promote meaningful participation in home and community life. The Lifespan Services Team conducts specialized educational programs for individuals with Down syndrome, aiming to maximize independence and promote productive community participation.

**Organization:** At Down Syndrome Innovations, our life-changing support and services enable people with Down syndrome to live to their fullest potential. We serve as the expert resource and lead community mobilizer, sharing knowledge and creating solutions for people with Down syndrome. We recognize that people with Down syndrome have an incredible capacity to learn essential life and vocational skills when provided access and opportunity, effective instructional strategies, visual supports, and individualized modifications. For more information, visit our website: [kcdsi.org](http://kcdsi.org)

### **Responsibilities:**

- Implement vocational training programs and services under the direction of the Employment Coordinator.
- Integrate vocational instruction within existing service lines for teens and adults.
- Makes informed decisions and effectively communicate with individuals served and other stakeholders.

- Prioritize safety, dignity, and learning for all participants and monitoring individuals on job sites.
- Utilize evidence-based strategies to teach vocational skills and behaviors that improve employability.
- Set an example of professionalism and appropriate adult behavior for the participants.
- Collect data from assessments and process documentation as needed.
- Transport participants to and from community engagement opportunities in Down Syndrome Innovations vehicles.
- Adhere to policies, procedures, protocols and confidentiality set forth by the Down Syndrome Innovations Employment Guide as well as community-based work sites.
- Participate in required Professional Development and Trainings.

**Qualifications:**

- Experience working with adolescents and adults with Down syndrome or intellectual disabilities in an educational or skill building setting.
- Preferred knowledge and experience with prompt fading, creating modifications, visual supports, task analysis, promoting independence and creating various solutions to complete tasks.
- Excellent communication and organizational skills with a demonstrated leadership ability.
- Excellent interpersonal skills and ability to work with people from diverse backgrounds.
- Demonstrate proactive approaches to solving problems and is self-driven.
- Demonstrate a growth mindset and is flexible to emerging needs of our organization.
- Confirmed experience making a positive contribution to work culture (per references).
- Allow for flexibility in schedule, including occasional evenings and weekends.
- CPR and First Aid certified (preferable; Down Syndrome Innovations can provide if hired).
- Maintain valid driver's licenses and clean driving record.
- Must pass a background check.

**Additional Information:**

- If full-time, benefits will include health, vision, dental, and long-term disability insurance, retirement, and PTO.
- To further discuss this position, please contact Amanda Myers at [amanda@kcdsi.org](mailto:amanda@kcdsi.org)