

**CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**POSITION POSTING**

(Applications for the following position may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

**AVAILABLE POSITION**

**JOB COACH**

240 Days per Year, Full Time – 37.5 Hours per Week

**IMMEDIATE SUPERVISOR**

Program Coordinator

**DUTIES:** (Summary Only) Learns the job specifics of assigned individuals' new jobs; develops task analysis for that job; instructs individuals about job specifics using the task analysis; implements work adjustment techniques (including behavior support); may facilitate job keeping classes and support groups; may assist with job development; may act as liaison with other agencies associated with individuals assigned; may work days, evenings, weekends, shut-down days, and Holidays. Must have reliable independent transportation with valid insurance, maintain a valid driver's license, and be able to travel extensively locally, use electronic billing system to generate reports for multiple systems.

Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner incorporating both Sanctuary and SURE Core Values, and actively supports fundraising efforts. Maintains confidentiality. May be required to transport individuals in an agency vehicle; required to have valid CPR/First Aid; must meet requirements of Board's Transportation policy; performs other related duties as required or assigned.

Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Must acquire and maintain required Adult Services Worker certification as well as additional Community Employment Certifications. Must demonstrate regular and punctual attendance.

**QUALIFICATIONS:** Minimum of age 18 with high school diploma or GED, valid First Aid/CPR certification, valid Driver's License with valid insurance, ability to perform the essential physical job demands with or without reasonable accommodations. Must successfully pass post-offer pre-employment physical agility test and medical exam, criminal background check, Abuser Registry, Nursing Registry, and other registry checks per Statute

**SALARY:** \$14.28 - \$15.71-per hour- Based on experience

**POSTING DATE:** 1/30/2018

**APPLICATION DEADLINE:** Until filled

**SEND APPLICATIONS TO:** Kathy Booth  
HR Coordinator  
Clermont County Board of DD  
2040 US Highway 50  
Batavia, OH 45103  
[cbooth@clermontdd.org](mailto:cbooth@clermontdd.org)