### Position:

**Job Coach**  
OhioMeansJobs Post #240938381

### Job Description:
To provide Service Coordination to participants referred to Workforce Services by Opportunities for Ohioans with Disabilities (OOD). Implement the company mission and abide by all Matrix Policies and Guidelines and those identified by referral source to ensure that participants receive timely, efficient and quality services. Meet all specified performance outcomes and goals.

- Contact and meet with participant on site or off site to provide needed assessment supports
- Implement hands on and/or supportive guidance to ensure that the individual successfully learns about position and position duties
- Provide verbal and written feedback related to participant’s ability to perform job duties and in relation to their readiness to pursue permanent employment.
- Assure that the participant is compliant with the program, employment requirements and report to the VS any significant issues
- Comply with the standards set forth by Matrix Vocational Solutions
- Perform other related duties as assigned.

Remote Position - Part Time – 5-20 hrs per week.  
$10-$15/hr

### Desired skills:
Possess a solid understanding and knowledge of what employers are looking for. Understanding of the Americans with Disabilities Act, how to request an accommodation and what is required to work with individuals who have disabilities including basic disabilities knowledge. Be highly knowledgeable about the methods of job development and job placement. Be able to market participants in a way that would be appealing to employers and sensitive to the individual needs of the participant. Have good social and communication skills, patience, and time management. Demonstrate confidence, honesty and reliability with the ability to carry out professional code of ethics. Knowledge in the use of computers and basic office software (Word, Excel). Be goal oriented and highly organized.

Bachelors degree in Rehabilitation Counselling or related field preferred.  
Knowledge of the Rehabilitation field, trends and methods.  
Must have knowledge of disability.  
Must have a valid driver's license with reliable transportation and willing to travel.  
Must have excellent communication skill and problem solving abilities.

### How to apply:
Interested applicants may apply by contacting:  
cmaddona@matricesvoc.com  
814-203-2397

**OPEN DATE**  
5/6/2022  
**CLOSE DATE**  
6/6/2022

If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck  
OhioMeansJobs Ashtabula County  
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