



The Face of  
Independence

GOODWILL OF ORANGE COUNTY

## Goodwill of Orange County Job Description

Approved: \_\_\_\_\_

Vice President of Human Services

2/5/16  
Date

Effective:

1/1/1995

Revised:

1/21/2016

Approved: \_\_\_\_\_

Sr. Director of Human Resources

2/5/16  
Date

### MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

#### **STRATEGIC VISION PRIORITIES:**

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

#### **VALUES:**

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE:

EMPLOYMENT TRAINING SPECIALIST I - DRIVING  
(Nonexempt)

AREA:

SUPPORTED EMPLOYMENT & DIRECT PLACEMENT

DEPARTMENT:

EDUCATION, TRAINING & EMPLOYMENT SERVICES (ETES)

DIVISION:

HUMAN SERVICES

PURPOSE OF POSITION:

To provide supervision, training, and support to adults with disabilities in employment settings.

**Important Note: Job Coaches are required to follow all policies and procedures related to the supervision, training, and interaction with program participants (individuals with disabilities). Job Coaches who violate policies related to their supervision of program participants, particularly the “Dependent Adult Abuse” policy will be subject to disciplinary action up to and including termination depending upon the severity of the incident.**

SUPERVISION RECEIVED:

Works directly under the supervision of the Program Manager. Receives daily work direction and support from the Program Coordinator(s).

SUPERVISION EXERCISED:

Supervises program participants in employment settings as assigned.

DUTIES AND RESPONSIBILITIES:

1. Trains program participants at various job sites using simple and repetitious training methods.
2. This is a working position that may require the ETS to perform actual job site duties.
3. Maintains excellent communication with site managers, supervisors, and employees.
4. Monitors program participant activity to ensure productivity, completion of work assignments, and quality outcomes.
5. Regularly meets with the program coordinator to discuss program participant progress and any concerns.
6. Completes all necessary program documentation as required by accrediting agencies, funding sources, and Goodwill.
7. Communicates with referring agencies, care providers, parents, and counselors as appropriate.
8. Becomes familiar with the needs and limitations of assigned program participants to ensure appropriate advocacy, accommodations, training, and effective program participant supervision.
9. Notifies program coordinator and/or program manager immediately of any problems with program participants or employers to resolve issues in a timely manner.
10. Promotes natural job support and facilitates social integration between program participants and other employees.
11. Supports career development as suitable for program participants.
12. Ensures quality of work at community job sites.

13. Actively focuses full attention on the program participant(s) being served.
14. Must be flexible and willing to work weekends, holidays, evenings, and overtime as required.
15. Drives on company business as required.
16. Performs other job related duties as required.
17. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
18. Acts safely at all times, following all safety rules and regulations.
19. Follows all company policies and procedures.
20. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.
21. Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
22. Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1. Must be twenty-one years of age.
2. High School diploma or GED; some college courses in a related field preferred.
3. Work experience in a variety of occupational areas with some lived experience or work history interacting with individuals with developmental/cognitive disabilities preferred. Education in a Human Service or related field may substitute for experience.
4. Familiarity with disabilities.
5. Ability to maintain confidentiality regarding program participant information.
6. Effective writing skills to complete required program documentation.
7. Effective communications skills to successfully interface with program participants, employers and referring agencies, etc.
8. Have own reliable vehicle that can seat at least four passengers with standard equipped seatbelts, valid California driver's license, and carry minimal liability insurance. Must have a clean driving record and submit to routine DMV pull notice program. As the safe transportation of program participants is an important aspect of this position, employees must maintain a DMV record which remains in good standing and does not include DUI or reckless driving convictions. Failure to maintain a DMV record

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in good standing may result in separation from Goodwill of Orange County.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending			X	
3. Carrying			X	
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling		X		
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist		X		
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing				X
13. Kneeling		X		
14. Lifting			X	
15. Pulling		X		
16. Pushing			X	
17. Reaching – Above Shoulder			X	
18. Reaching – Shoulder & Below			X	
19. Reclining		X		
20. Sitting		X		
21. Standing				X
22. Stooping		X		
23. Talking				X
24. Tasting/Smelling		X		
25. Throwing		X		
26. Turning Body			X	
27. Twisting Body			X	
28. Walking				X
29. Near Vision		X		
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception		X		
33. Visual Accommodation	X			
34. Color Vision			X	
35. Field of Vision/Peripheral			X	

**LIFTING AND CARRYING DEMANDS:**

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
X*	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

\* Lifting and carrying demands may vary depending on job site.

**ENVIRONMENTAL CONDITIONS:**

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors				X
Outdoors				
Dust		X		X
Electric Shock		X		
Explosive		X		
Exposure to Weather			X	
Extreme Cold			X	
Extreme Heat			X	
Fumes/Gases		X		
High Exposed Places		X		
Loud Noises			X	
Mist		X		
Moving Mechanical Parts			X	
Odors		X		
Poor Ventilation		X		
Radiant Energy	X			
Toxic/Caustic Chemicals		X		
Vibration		X		
Wet/Humidity		X		

NAME:

SIGNATURE:

DATE: