

Do-All, Incorporated Job Description

Do-All, Inc. Mission: We believe that *all individuals* should be able to live, work and play in their community. With this belief in mind, Do-All will assist individuals to achieve self-sufficiency through leadership, empowerment, material supports and employment training.

Job Title: Janitorial/Contract Services Training Coach

Department: Janitorial/Contract Services

Reports To: Janitorial/Contract Services Manager

FLSA Status:

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Approved By: Chris Girard

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Summary: This position is supervisory in that this individual oversees a crew of trainees, under the direct supervision of the Janitorial/Contract Services Manager. The Training Coach provides assistance and supporting services to trainees with disabilities under agency programs. This is a hands-on position assisting individuals to gain social community, and employment skills. This is a team position, working with a group of Training Coaches to make it possible for people of varying abilities to achieve the highest level of self-sufficiency possible for them on an individual basis. Hours are flexible and will vary. **Must be available to work all shifts, including weekends and holidays when required.**

Essential Duties and Responsibilities include but not limited to the following:

- Working Supervisor
- Assures that jobs are completed in a timely manner
- Transports trainees to and from jobsites
- Oversee/inspect work related duties and responsibilities necessary to maintain janitorial contracts; thoroughly cleaning and securing jobsites: tasks; i.e. dusting, sweeping, mopping, vacuuming, windows, bathrooms, snow removal (on call), special events – set up, breakdown and clean-up
- Observe and guide crews according to individual needs and abilities
- Ensure the adherence to safe work practices and procedures
- Maintain a safe and healthy work environment for crew
- Keep records (BABH/Daily Time and Job Reports)
- Participate in community, educational, and employment activities with the trainees
- Attend staff, in-service, and development training meetings
- Make referrals as necessary
- Appropriately represent the agency and its mission
- Accompany trainees to job sites for job shadowing or paid work, and assist them as they train/work
- Assist professional staff in working with individuals, their families, support workers, and an organizations to build support around the individual
- Perform additional duties as required

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to exercise good judgment and tact
- Experience working with individuals of varying abilities

- Experience working with a wide range of individuals
- Ability to teach and model tasks, awareness and appreciation of individuals with disabilities
- Clear written and oral communications skills
- Outside-the-box thinking and ability to be self-directed at times
- Ability to function as a team member and to benefit from supervision and training

Education and/or Experience: GED required, Associates Degree or higher preferred

Licenses/Certificates:

- Possession of a valid Michigan Driver's license and a satisfactory driving record is required.
- CPR, 1st aid, blood borne pathogens
- BABH training – recipient rights, cultural competence, respect & responsibility

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.

Skills and Abilities: To perform the job successfully, an individual should demonstrate the following

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner. Works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress and completes projects on time

Technical Skills - Strives to continuously build knowledge and skills.

Interpersonal - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Change Management - Communicates changes effectively; Prepares and supports those affected by change.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; continually works to improve supervisory skills.

Quality Management - Demonstrates accuracy and thoroughness.

Visionary Leadership - Inspires respect and trust.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Judgment - Exhibits sound and accurate judgment.

Planning/Organizing – Developing specific goals and plans to prioritize organize and accomplish work.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

This document describes the position currently available. It is not an employment contract. Do-All, Inc. reserves the right to modify job duties or job descriptions at any time.