



Position: Job Coach - Archive Advantage  
Reports to: Program Director  
Supervises: Client Trainees  
FLSA Status: Non-Exempt

**RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES:**

1. Maintains confidentiality and trust for all employees, participants and visitors.
2. Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity.
3. Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole.
4. Acts in a manner that presents the agency in a positive light and furthers a positive image for the agency. Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
5. Demonstrates respect, courtesy and dignity for all.
6. Responds in a timely manner in all aspects of communication.
7. Maintains safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties.
8. Displays adaptability and flexibility to encourage team, participant and agency health including initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Instructs clients in the processes and procedures for document conversion.
2. Coaches clients in both hard and soft skills to ensure a professional appearance and demeanor.
3. Provides meaningful feedback to assist clients to overcome barriers to employment.
4. Attends client ART meetings and provides evaluations of clients' progress.
5. Ensures quality and timeliness of project completion and customer satisfaction.
6. Operates and maintains document/photo scanners and converters, Archive computers and scanning software utilized for multiple purposes.
7. Serves as a quality control of client work to ensure accuracy and compliance with customer's requirements.
8. Completes all required paperwork and reports per contracts specifications
9. Assists with production of customer work as needed.
10. Completes daily record of attendance including activities performed.
11. Maintains strict confidentiality of clients' and customers' records in accordance with HIPPA, DRM, and Federal Copyright Regulations.

**MINIMUM QUALIFICATIONS:**

1. A minimum of one year experience providing rehabilitation services to people with disabilities

2. Experience working with various computer software and applications
3. Must be able to gain finger-print clearance within 90 days of hire
4. Must be able to pass drug screen
5. Ability to write progress notes outlining the clients' daily training and steps toward achieving their goals
6. High School diploma or GED

**BASIC SKILLS NEEDED:**

1. Knowledge of basic computer functions (Microsoft Office, keyboard and mouse, internet, Outlook, etc.)
2. Manual dexterity
3. Adequate eyesight to determine condition of document
4. Ability to document client progress in medical record format
5. Good written and verbal communication skills
6. Ability to distinguish paper weights and conditions
7. Ability to learn different settings and functions on the computer and interpret the proper use
8. Ability to maintain order of documents
9. Ability to sit or stand for long periods of time
10. Ability to bend, twist, stoop and lift up to 25 lbs.
11. Attention to detail

I have read this job description, reviewed it with my supervisor and understand what is expected.

\_\_\_\_\_  
Employee name – printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date