



POSITION TITLE:	Substitute Job Coach for Developmentally Disabled Adults
DEPARTMENT/DIVISION:	Administration
REPORTS TO:	WGVF Program Director
FLSA STATUS:	Non-Exempt
STATUS:	Intermittent part-time status

JOB SUMMARY:

The Substitute Job Coach for Developmentally Disabled Adults is responsible for assuming the duties of the current Walnut Grove Vocational Farm (WGVF) Job Coach when gaps in the work schedule occur. The Job Coach for Developmentally Disabled Adults supports the WGVF Program Director in implementing the daily schedule and lessons for the weekly WCVF Individual Program which operates year-round. Must demonstrate good judgment, ability to be approachable and professional, solid problem-solving skills, ability to handle multiple tasks, and ability to be self-motivated and well organized.

The Walnut Grove Vocational Farm (WGVF) program provides agriculture and horticulture-based training for adult individuals with developmental disabilities in a comfortable and supportive integrated environment, through participation in the farm's retail plant business, half-acre vegetable garden and CSA program.

POSITION CONTEXT:

The position reports directly to the WGVF Program Director. The position is required to work a part work week, as designated by the *DCCG Employee Handbook*, typically averaging 4-12 hours per month. From January 3, 2022 through February 4, 2022, the position is required to work Mondays, Wednesdays and Fridays from 8 am to noon. Travel of distance throughout the DeKalb County region is required. This position routinely handles highly sensitive and/or confidential information and will represent DCCG in a variety of capacities to the community.

EXAMPLES OF MAJOR RESPONSIBILITIES AND DUTIES:

- Assist the WGVF Assistant Program Director in supporting participants (aka "The Crew") in the WGVF Individual Program.
- Assist the WGVF Assistant Program Director in developing social and life skills.
- Follow the established *WGVF Program Guide* expectations and guidelines.
- Work with volunteers and other DCCG staff to create a safe and productive learning environment.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of:

- Horticulture/agriculture or garden methods.
- Food handling and sanitation.
- Human services and/or emergency food sectors and food insecurity.

Skills:

- Excellent verbal and written communication skills.
- Outstanding communication and interpersonal skills.
- Excellent organizational and problem-solving ability.

Ability to:

- Work comfortably and respectfully with adult individuals with developmental disabilities and other diverse

backgrounds.

- Deliver services to those in need with compassion, clear boundaries and good communication skills.
- Work well with others.
- Adhere to regulations and standards.
- Inspire and motivate.
- Work independently within a varied seasonal schedule.
- Demonstrate a strong interest and show compassion for the issues of food insecurity and poverty.

WORKING CONDITIONS:

The working environment includes indoor and outdoor settings with exposure to inclement weather conditions year-round. The noise level varies but is generally moderate to loud. Local and county travel are required.

PHYSICAL DEMANDS:

The duties of this position require frequent sitting, standing, bending, reaching. May require lifting or moving objects up to 50 lbs. Requires manual dexterity sufficient to operate a variety of typical planting and cultivation equipment. Requires normal range of hearing and vision. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

MINIMUM QUALIFICATIONS REQUIRED:

Education & Certifications:

- At minimum, a high school diploma or equivalent is required.

Experience:

- 1+ years working with adults with developmentally disabled adults.
- Knowledge of horticulture/agriculture or garden methods.
- Some experience with human services and/or emergency food sectors and food insecurity.
- Knowledge of food handling and sanitation in a public setting or willingness to obtain certification.

Other:

- Valid Class D (regular) Illinois driver's license by date of hire with a clean driving record.
- Provide own reliable transportation.
- Participate in cross-training to prepare for temporary or emergency support to other designated part(s) of DCCG.

Employee Signature: _____ Date: _____

Management Signature: _____ Date: _____

c.c. employee file

The physical demands, work environment factors, and mental functions described 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.