Job Title: Job Coach
Reporting Line: Executive Director for the Center for Neurodiversity

Organization Profile

The Center for Neurodiversity at Franklin Academy is a mission-driven, holistic service provider dedicated to the needs of neurodivergent individuals across the lifespan. Following a strength-based, humanistic, and collaborative approach, the Center for Neurodiversity strives to provide evidence-based support in an empathetic and community-focused manner, designed to uphold the dignity and autonomy of the individuals we serve. The Center for Neurodiversity is located on Franklin Academy's scenic 75-acre campus along Connecticut's Connecticut River in East Haddam, adjacent to the 700-acre Chapman Pond Preserve. The Center for Neurodiversity is an active part of the local community with convenient access to Hartford, New Haven, New York City, and Boston.

Position Overview

Franklin Academy seeks a caring, energetic, and person-centered contracted job coach. This position plays an important role in helping neurodivergent adolescents and adults develop the skills necessary to find, prepare for, and maintain meaningful employment. This position requires hands-on, localized supported employment services. You will act as a bridge between the employer and the individual, ensuring workplace standards are met while systematically encouraging self-sufficiency. This position is also required to oversee the promotion of client choice, self-advocacy, and dignity. Rather than doing the work for the individual, you will use evidence-based coaching strategies to gradually reduce your presence as the worker becomes completely independent. Scheduling is based on the candidate's availability and the needs of contracted clients.

Duties & Responsibilities

Tailored On-The-Job Instruction & Accommodations

- Task Analysis: Break down complex, multi-step job assignments into clear, manageable visual, pictorial, or written schedules suited to the individual's learning style.
- Systematic Prompting: Employ structured modeling, verbal cues, and hands-on guidance to reinforce employer-led training without bypassing it.
- Environmental Structuring: Collaborate with employers to identify and implement reasonable workplace adjustments, such as physical modifications or alternative instruction formatting.

Social, Life, and Soft-Skills Development

- Workplace Etiquette: Teach situational communication skills, professional boundary navigation, and interactions with peers and supervisors.
- Self-Advocacy Coaching: Empower adolescents and young adults to communicate their personal accommodation needs and manage workplace adjustments independently.
- Ancillary Support: Provide transit training (e.g., teaching the individual to use public buses or transit apps safely) to eliminate transportation barriers.

Advocacy and Employer Relations

- Inclusion Liaison: Educate managers and corporate teams on disability inclusion, fostering a productive and empathetic work culture.
- Stakeholder Bridge: Consistent communication with the individual's family and other professionals serving the individual.

Progress Documentation

- Write clear, objective progress notes, tracking task completion rates, specific fading steps, and behavioral patterns.

Qualifications & Experience

- High School Diploma or equivalent required; a Bachelor's degree in Special Education, Social Work, or Rehabilitation Counseling is highly preferred.
- Ability to obtain a Work Support Training or Certified Employment Support Professional (CESP) credential. CPR/First Aid certification is required.
- Ability to complete the Center for Neurodiversity's required background checks.
- Minimum of 1 year of direct experience working with neurodivergent individuals.
- Exceptional capacity to use positive reinforcement methods instead of clinical behavior interventions.
- Ability to stand for long periods of time alongside clients on active worksites, with occasional lifting or bending.
- Valid driver's license and ability to drive to various work locations to meet clients.

Compensation & Benefits

This is a part-time position with an anticipated start date at the earliest mutually agreeable time. The position aligns with the timing of the Franklin Academy 10-month academic calendar, running from early September through early June.

- Compensation is $25/hour
- Anticipated commitment of 12-16 hours per week to start, with the possibility of adding hours based on service demand.
- Use of Franklin Academy dining services when available.

How to Apply

Interested candidates should submit the following materials:

- A current résumé or curriculum vitae
- Contact information for three professional references

Application materials should be submitted electronically to **hr@fa-ct.org**. Applications will be reviewed on a rolling basis until the position is filled.

Franklin Academy Center for Neurodiversity is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other protected characteristic under applicable law.