

Department:	Community Services	Originated:	10/31/2009
Reports To:	Community Services Manager	Revised:	6/23/2026
Positions Supervised:	None	Reviewed:	
Grade/Level:		FLSA Status:	Non-Exempt

Job Summary

The CBS Job Coach works with individuals receiving services in small teams to go to community sites and complete the requested tasks. CBS Job Coaches are Direct Support Professionals.

Duties and Responsibilities

- Provide supervision, support, and skills training to individuals with disabilities while working at community sites.
- Ensure requested job tasks are completed at each location, per the contract with the partner company.
- Communicate clearly and effectively with clients, customers, Employment Development Specialists, supervisor, and other team members as needed to provide meaningful support in accomplishing client goals. Communicate in a method that protects confidentiality
- Transport clients to work locations as needed.
- Maintain accurate records of client times and participation. Provide detailed information to Employment Development Specialist regarding successes, struggles, intervention and training methods used.
- Participate in any required meetings. Provide input and suggestions to other staff as needed to improve client successes.

Qualifications and Competencies

- High School Diploma or equivalent
- Experience working with people with disabilities preferred.
- Pass Minnesota Department of Human Services background study
- Proficient in MS Office
- Able to work independently and in stressful situations
- Pass a driving record check and possess a valid driver's license and vehicle insurance.

Physical Requirements

- Bend, Sit, Stand, Walk frequently. Carry up to 20 pounds frequently and up to 50 pounds occasionally. Frequent Grasping and Handling materials. Frequent Finger usage.

Other Information

Winona ORC does not discriminate on the basis of race, religion, gender, sexual orientation, disability. Schedules and responsibilities may be adapted as necessary to complete assigned duties.

Scope of Authority

- Responsible for efficient and effective performance within scope of duties
- Help sustain consistent application of policies, procedures, and regulatory compliance
- May not make exceptions to Winona ORC policies and procedures
- Decisions beyond the normal scope of this position must be authorized by the Director of Client Services and Executive Director

Employee Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date