

Laundry Soiled Job Coach

Job Description

Department:	Laundry	Originated:	3/1/2019
Reports To:	Laundry Manager	Revised:	7/20/2026
Positions Supervised:	None	Reviewed:	
Grade/Level:		FLSA Status:	Non-Exempt

Job Summary

The Laundry Soiled Job Coach works in the Laundry department to ensure linen is sorted and washed according to medical laundry standards and customer requirements. In the course of doing this, the Coach works with individuals with disabilities providing skills training, redirection, quality checks, and assistance as needed. The Laundry Soiled Job Coach is a Direct Support Professional.

Duties and Responsibilities

- Provide supervision, support, and skills training to individuals with disabilities while working in Laundry.
- Ensure job tasks are completed accurately and according to the requirements of customers.
- Load washers. Report any machine concerns to Laundry Manager immediately.
- Communicate clearly and effectively with clients, 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.
- 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

Physical Requirements

- Bend, Sit, Stand, Walk frequently. Carry up to 20 pounds frequently. Push/Pull up to 20 pounds frequently and up to 50 pounds occasionally. Grasping and Handling linens is required frequently. Able to reach out and up frequently.

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 Human Resources Director and Executive Director

Employee Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date