## New Mexico-Workforce Connection Central Region

## 501 Mountain Road, NE Albuquerque, NM 87102 <u>www.jobs.state.nm.us</u>

A proud partner of the American Job Center Network

## <u>Coach</u>

The Coach is part of the Great Livin' team responsible for helping the Individuals we support to live their greatest lives. The Coach is a member of an Interdisciplinary Team (IDT) responsible for implementation of the Individual Support Plan (ISP) of the person served, as well as providing for the health and safety of those Individuals on a daily basis. The Coach is most directly involved with the individuals, and is responsible for assisting each person to learn new skills and to maintain a supportive environment based on their individualized values and culture. It is the role of the Coach to teach skills, expand strategies, access resources, and strengthen community relationships with the Individuals being supported.

The job description of the Coach can be categorized into the following general areas;

- 1. Provide direct support and assistance to the Individuals for which you are responsible
- 2. Complete required documentation
- 3. Complete required administrative responsibilities
- 4. Linkage to community
- 5.



GREAT LIVIN

## RECRUITING Monday October 24, 2016 9 am to 12 pm

JOB SEARCH TIPS DO YOUR HOMEWORK!

\* Maintain a positive attitude.
\* Plan and organize your job search.
\* Check out the company's website to familiarize yourself with the company and the positions available.

\* Have an updated, concise resume.

\* Use key words most relevant to your targeted jobs.

\* Match your qualifications to the job description/requirements.

\* Be prepared to talk about your past work experience and how it relates to the position you're applying for.

\* Dress professionally.

\* Listen, engage, be honest and SMILE!

Assessments available at NMWC: WorkKeys Prove It! Please call 843-1900 to schedule your assessment time.