

# Job Coach

## External Guide



### Definition

Job coaches specialize in assisting individuals learn and accurately carry out job duties.

### A job coach must meet one of the following criteria:

- Hired by private school as a job coach.
- Hired by school district as a job coach.
- The criteria/training of the Florida Agency for Persons with Disabilities for job coaches.
- The criteria/training of the Florida Association of Rehabilitation Facilities.
- Have an Association of Community Rehabilitation Educators (ARCE) certification.
- Have an Association of People Supporting Employment First (APSE) certification.
- Have an Institution for Community Inclusion certification.
- Employment Specialist Vendor for Vocational Rehabilitation.

### Required Service Catalog documentation

- First and last name of the person rendering services.
- Documentation showing the person meets the criteria of a job coach (*see list above*).
- For providers who will create a “Business” account only and upload your W-9 information.
- Employees who provide services will need to create a “Personal” account.
  - Once their “Personal” accounts are created, you will approve/link their “Personal” accounts to the business. The business will receive direct payment.

*Eligible program: FES-UA*

### Tuition & fees (for transition services provided at an eligible private school)

Transition services provided by job coaches at eligible private schools may be included in the school's fees.

### Reimbursement request (for transition services provided outside of an eligible private school) **must** include:

- The scholarship student's first and last name
- The date of the services provided, including year
- Description of the services provided
- Proof of payment (this is only required if the payee is the parent/guardian)

### Invoice Requirements

- Scholarship student's first and last name (as it appears on the scholarship).

- Date of purchase/dates of service
- Vendor/provider name
- Description of item/service
- Receipt breakdown: item price, subtotal, taxes, fees, discounts, and grand total
- Proof of payment documentation

### Approved Transition Services offered by the job coach:

- Conduct career and interest assessments
- Self-determination/Self-advocacy training
- Employability/Soft skill education
- Job development
- Job training
- Interview skill development and support, assistance with preparation and post interview, resume development
- Onsite job coaching
- Follow-along support to maintain employment
- Monitoring and re-training for changes on the job site
- Benefits planning and financial literacy services (**Example:** Working with the student to understand the impact of work on SSI benefits and income)
- Advocacy services (**Example:** Working on benefit issues, Social Security, facilitating transportation services)
- Career Exploration
- Career Counseling
- Inclusive programs with multiple services where job training or coaching is a defined, regular component of the program.

**Note:** Students ages 14 through 22 may submit reimbursements for transition services by job coaches.