



**State of Rhode Island  
Department of Human Services  
Office of Rehabilitation Services**

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[www.ors.ri.gov](http://www.ors.ri.gov)

*“Helping individuals with disabilities to choose, find and keep employment”*

***Time-Limited Job Coaching  
Fact Sheet***

**Time-Limited Job Coaching:** This is a support service for individuals who may be able to find employment, but for some disability-related reason cannot maintain employment. The individual may need job coaching supports for more than the initial orientation to a job. This support may typically be provided for three months, but usually no longer than six months. Vendor submits an invoice to ORS for the pre-authorized services along with the Time-Limited Job Coaching Report Form. (\$45/hr.)

**What a Job Coach will do:**

**Prior to the Job start**

- Discuss the job duties and work environment with the client
- Discuss safety procedures with the client
- Coordinate transportation to and from job site.
- Communicate/teach specific work/social skills needed for employment.

**On-Site:**

- Introduce client to the employer and co-workers.
- Train client on job tasks or observe as the supervisor trains the member.
- Assists in training a supervisor or identified “natural support” in the work place.
- Observe how client interacts with co-workers and supervisors for later discussion with the client.

- Discuss productivity requirements with employer and develop a plan to help the individual meet these requirements.
- Observe the work culture of the environment so that you can help the client to fit in with co-workers.
- Discuss your observations with the client including constructive criticism such as timeliness of breaks, appropriate socialization, and personal hygiene. Identify and implement client's learning style (hand over hand, verbal, written, visual). Document kinds of prompts needed including verbal instruction, written lists, or providing encouragement as needed.
- Help the client to develop their own system for organizing and remembering the job tasks so that coaching can fade.
- Assist with mediation between coworkers and supervisors as needed; teach conflict-resolution skills.

### **Off-site:**

- When meeting on the worksite is impossible due to company rules or client preference, schedule meetings with client prior or after work or during lunch breaks.
- Schedule office meetings with client and supervisor to discuss any work-related concerns, if possible.
- Coordinate activities with other team treatment providers, family members, or anyone else who will support the client's ability to keep the job.