

Time Limited Job Coaching Report

REPORT PROVIDED BY: _____ PHONE: _____
AGENCY (VENDOR) REPORTING: _____
SUBMITTED TO ORS COUNSELOR: _____

Authorization #: _____

Dates of Participation: _____ **Final Report Date:** _____

Customer Name:

Employer/Job Title (DOT/O*Net) /Tasks Performed/Hours Worked:

I. Prior to Job Start:

Areas Addressed	Involvement & Findings
Job Analysis	
Job Duties and Description	
Job Duties and Environment	
Safety Procedures	
Transportation Training*	
Natural Supports Identified (re: support, transportation, social connections)	
Define Support Needs	
Formulate a Plan for Addressing Support Needs	
On-site Job Coach Fading Plan	

II. Natural Supports (off site):

Areas Addressed	Involvement and Findings
Off-Site Job Supports	
Meet with Customer prior to work, at breaks, or after work	
Schedule office meetings to discuss any work-related concerns	
Coordinate activities with other treatment providers, family, or others who will help the customer keep the job	

III. On-Site Supports (If you are doing this):

Areas Addressed	Involvement and Findings
Introduction of customer to employer & co-workers	
Train customer how to do the job, or observe as supervisor trains the customer	
Observe the ways the customer interacts with co-workers and supervisor for later discussion with the customer	
Observe the productivity level standard	
Observe corporate culture of the environment to help customer fit it	
Fit instruction to customer's learning style (verbal, written, color-coded)	
Help customer develop their own system for organizing and remember job (for fading purposes)	
Mediate any differences with co-workers or employer if needed	
Implement fading techniques	
Comments	

IV. *Travel Assessment and Training (if addressed):

Areas Addressed	Involvement and Findings
Baseline Assessment	
Interventions	
Skill Level Post Training	
Comments	

V. Summary: Overall Statement on Job Coaching Involvement

VI. Recommendations: (Regarding Customer Maintaining Job)

Signature: _____

Date: _____

Title: _____

Agency: _____