



DOWN SYNDROME INNOVATIONS

Employment Coach

Job Title: Employment Coach

Department: Community Employment

Reports to: Director of Employment Services

Type of position: PRN, Part-time, or Full-time

Application Deadline: June 1, 2026

Position Overview:

The Employment Coach will provide direct vocational support to adults with intellectual and developmental disabilities in the community at various job sites and at Down Syndrome Innovations' office to assist individuals in preparing for, obtaining, and maintaining employment, both in group and 1-on-1 settings. This includes providing job coaching support in our Apprenticeship and Internship programs and teaching Employment classes in our ACE Academy program. This is a collaborative position, working in close partnership with the Director of Employment Services and Adult Continuing Education Director to ensure all aspects of services are well-coordinated within our organization and that we are improving the quality of life of the participants with Down syndrome we serve.

Organization:

At Down Syndrome Innovations, our life-changing support and services empower people with Down syndrome to live to their fullest potential. We serve as the expert resource and lead community mobilizer, sharing knowledge and creating solutions for people with Down syndrome. Our values include community, innovation, individuality, passion, and trust. For more information, visit our website:

<https://www.downsyndromeinnovations.org/>

Employment Coach responsibilities include, but not limited to:

- Implement vocational instruction within existing service lines varying from pre-vocational services to competitive integrated employment.
- Provide coaching and support to individuals in one-on-one, small group and large group settings.
- Create and implement curriculum for the employment class offered on-site.
- Make informed decisions and effectively communicate with individuals served, their supporters, and other stakeholders.
- Build and maintain relationships with employers and organizations in the community.
- Utilize evidence-based strategies to teach vocational skills and behaviors that improve employability and independence.
- Track engagement data by documenting attendance and communicating schedules with individuals, their supporters, and businesses they are working with.

- Complete progress reports and data sheets and other documentation as needed.
- Set an example of professionalism and appropriate adult behavior for the participants.
- Prioritize safety, dignity, and learning for all participants and monitoring individuals on job sites.
- Transport participants to and from community engagement opportunities in Down Syndrome Innovations vehicles.
- Adhere to policies, procedures, protocols and confidentiality set forth by the Down Syndrome Innovations Employment Guide as well as community-based work sites.
- Participate in required Professional Development and Trainings.

Qualifications:

- Bachelor's Degree
- High School Diploma or GED equivalent required.
- Experience working with adolescents and adults with Down syndrome or intellectual disabilities in an educational or skill building setting.
- Preferred knowledge and experience with prompt fading, creating modifications, visual supports, task analysis, promoting independence and creating various solutions to complete tasks.
- Excellent communication and organizational skills with a demonstrated leadership ability.
- Excellent interpersonal skills and ability to work with people from diverse backgrounds.
- Demonstrate proactive approaches to solving problems and is self-driven.
- Demonstrate a growth mindset and is flexible to emerging needs of our organization.
- Confirmed experience making a positive contribution to work culture (per references).
- CPR and First Aid certified (preferable; Down Syndrome Innovations can provide if hired).
- Maintain valid driver's licenses and clean driving record.
- Must pass a background check.

Additional Information:

- Hiring for multiple options of employment (PRN, Part Time, Full Time)
- If Full-Time, benefits will include health, vision, dental, and long-term disability insurance, retirement, and PTO.
- Send cover letter and resume to amanda@kcdsi.org to be considered for the position.
- To further discuss this position, please contact Amanda Myers at amanda@kcdsi.org