

# Tips for Hiring a Job Coach

A “Job Coach” is a person that can help you when you decide you want to work. They can help you find a job that makes sense to you. They can help you learn what your job duties are and how to do them correctly. A “Job Coach” is there for you when you need help finding, learning and keeping your job. Working is important and it helps you feel good about yourself. When you have money from working, you can do more things for yourself and your family. If you are a person with a disability who wants to work, and might need some help, a “Job Coach” can help you. Below is a list of ideas of what to look for when hiring a “Job Coach”. A good “Job Coach” will:

- Know the things I enjoy doing and am good at doing.
- Talk to family members to learn more about me.
- Understand what work I would like to do.
- Understand what working means to me.
- Know what issues I have in my life that might have an effect on working.
- Have meetings with me and people who know me to make a plan for my work.
- Explain what programs I can use to help me at work.
- Let me decide what I want written in my plan for work.
- Be creative when helping me find a job.
- Give me a list of work choices that relate to my interests.
- Know what job environments I work best in.
- Understand what type of help I might need at work.
- Explain to the employer what help I might need at work.
- Assist me in writing a resume or send me to someone who can help me.
- Assist me in getting ready for a job interview.
- Know where to send me if I need help from other people.
- Learn how the money I make will affect my SSI or SSDI benefits.
- Ask for my opinion about how I feel is the best way to handle problems at work.
- Help me to think about other ways to handle problems at work.
- Help me to know when it is ok to ask coworkers for help.
- Watch me at my job in the beginning to know if I am doing the job ok.
- Teach me how to talk to my employer about work related issues.
- Listen to me when I am having a problem at work.
- Know who I can contact for help with a problem at work.
- Know when I no longer need help at work.

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## Resources

South Dakota Division of Rehabilitation Services

800-265-9684

<http://dhs.sd.gov/drs/>

South Dakota Division of Service to the Blind and Visually Impaired

800-265-9684

<http://dhs.sd.gov/sbvi/>

Freedom to Work

800-210-0143

<http://ftw.sd-ccd.org/>

Office of Disability Employment Policy

[http://www.dol.gov/odep/categories/employment\\_supports/](http://www.dol.gov/odep/categories/employment_supports/)

Social Security Administration

800-772-1213

<http://www.ssa.gov/work/>