



Thriving in the Field: A Guide to Self-Care and Effective Day Planning for Job Coaches

Passion is the difference between
having a job or having a career



TransCen

MEANINGFUL WORK + COMMUNITY INCLUSION



Who am I?

- Training Associate for TransCen Inc.
- BS from Indiana University of PA in Physical Education and Sports
- MA from Liberty University in Human Services Counseling and Life Coaching
- EdD from Liberty University in Education and Curriculum Design
- Mom of 3
- National Subject Matter Conference Presenter
- Member of APSE, PA APSE, PAR, PA Providers, RCPA, and Providers Technology Group.
- Graduate of APSE Emerging Leaders

Today's Objective

1

Understand the job of a Job Coach

2

How to organize your schedule more effectively

3

Understanding how to promote autonomy on the job and less job coaching

4

Understand the importance of you - healthy mind



Activity

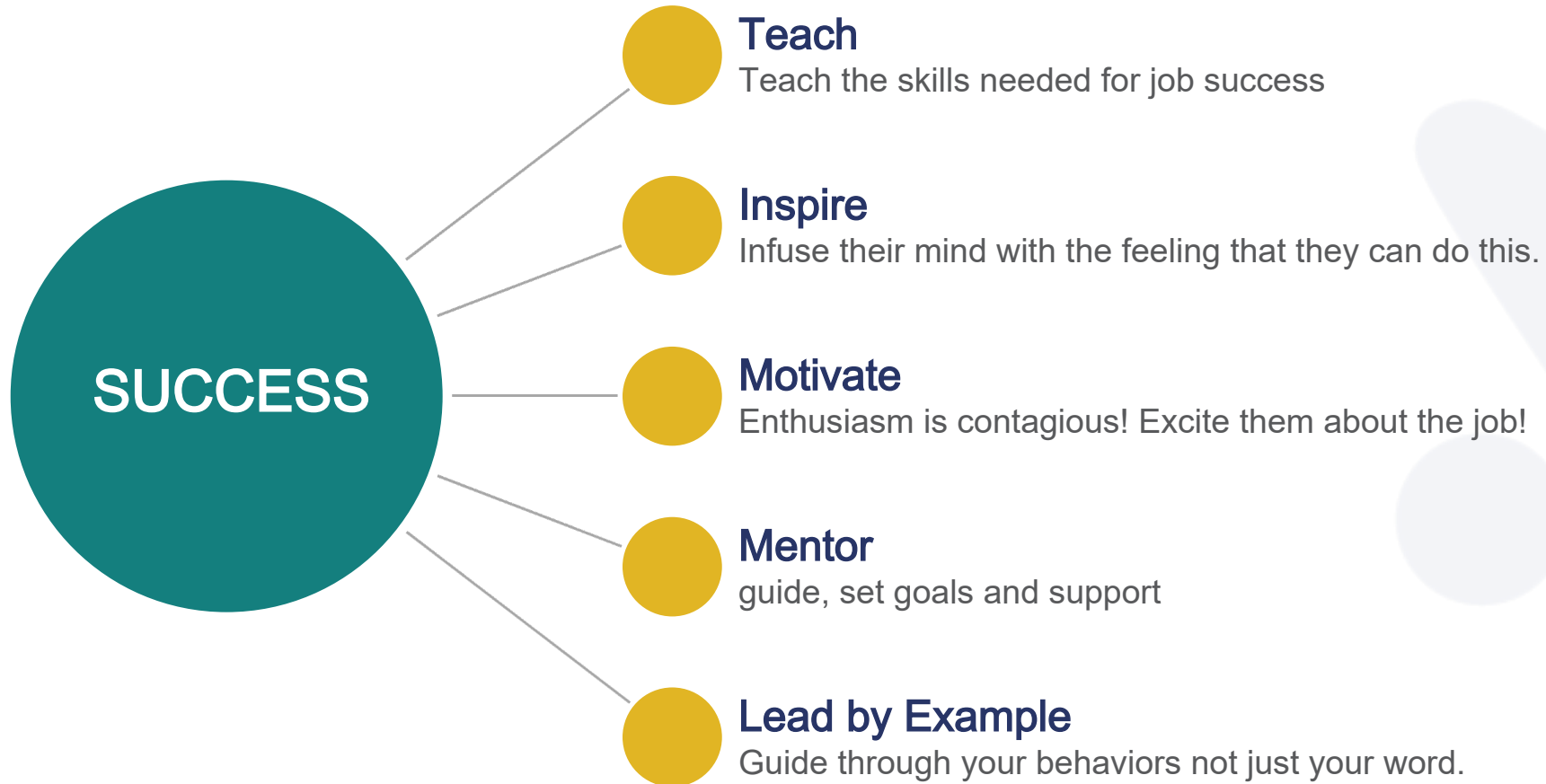
Take out a piece of paper and grab your pen!

What is a
Job Coach?

What do
they do?

Why are they
important?

Job coaching formula



Roles of a job coach

How will we scale in the future



On the Job

- Assist with trainings
- Assist with learning new tasks
- Support when problems arise on the job
- Provide praise and encouragement
- Encourage workplace natural supports and relationships
- Advocacy when needed
- Schedule assistance

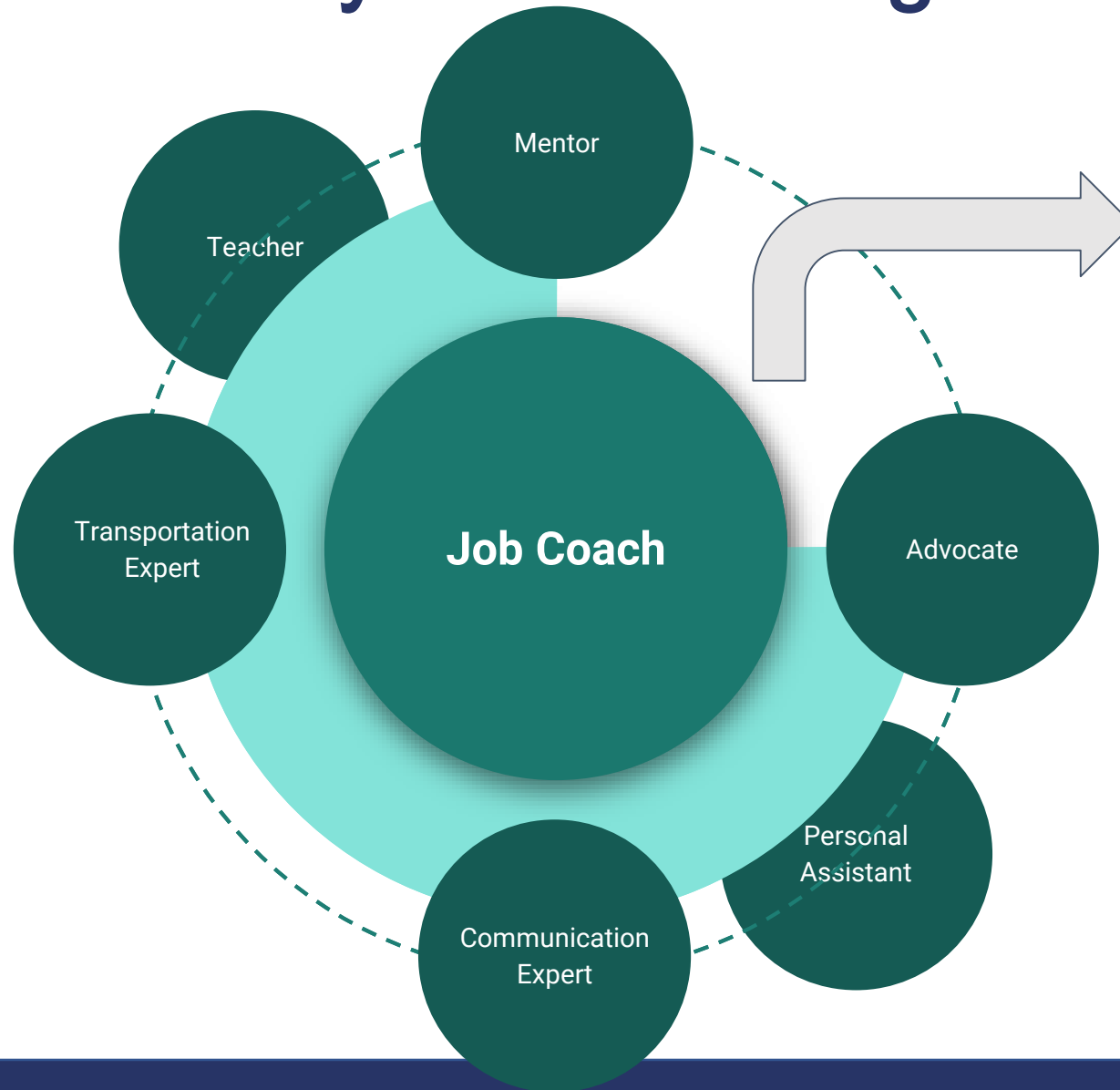
Off the Job

- Team/Family communication
- Ensuring uniform is clean
- Ensuring transportation to/from work
- Progress Note completion

As a Mentor

- Dressing appropriately for the job.
- Groomed appropriately for the job.
- Obeying the rules of the job.
- Speaking to customers and workers in a professional manner.
- Assisting in self - advocacy

We have to be so many different things! How?



Our cup is
almost full!

**Job Coaching is not a science
but a skilled person that helps
individuals with a disability
navigate a career path that
promotes autonomy**

Remember!
Promote
Autonomy!



Are you doing too
much?

Hack # 1!

Having independence or freedom, the condition to self-government or the right to self-government; independence.

Are you doing too much?
Are you promoting Autonomy?

1. Evaluate your support plan
Are you promoting
Autonomy?
2. Is there a piece of technology
that you can introduce that
allows the person to be more
autonomous?
3. Read the room! Do they really
need you there all the time? Or
are you there...."just because
you always have been."
4. Can some of your time be
freed in order to help others on
the job?



Tip # 1- Don't wear
out your welcome!

Hack # 2!



Scheduling- How many colors do you use on your schedule?

A Job Coach position is a bit harder to schedule than most of the working world. We base our schedules around the work schedules of others! By Friday, you usually know the schedule for the following week of all of the people you support. So let's schedule!



Tip # 2 - Organize your schedule!

Every Friday sit down and start to organize your next week. Put this on your calendar and do it consistently!

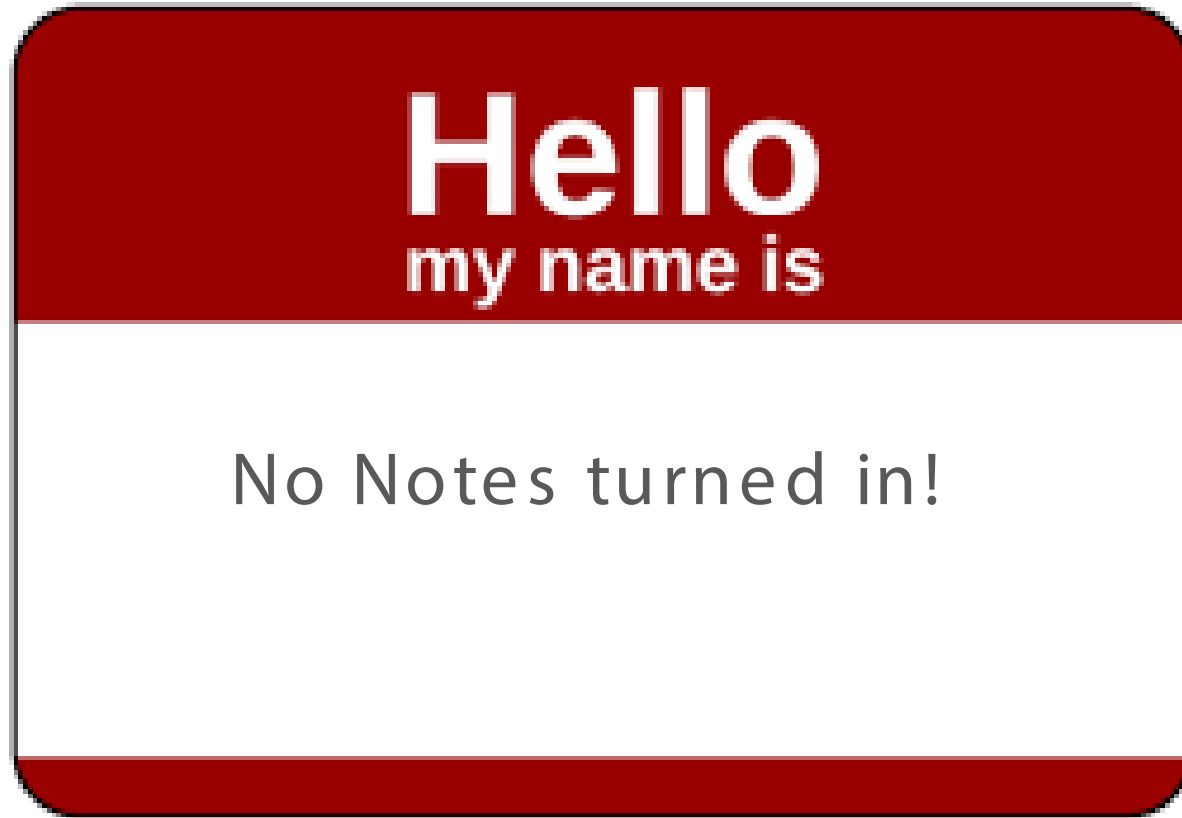
1. Place your must job coach supports in first. Those that can not be changed or altered.
2. Place any that are “stop - n- go’s in or those that have rotating schedules but not needing you there 100%.
3. Place others that may need bus training, shopping for uniforms, onboarding paperwork, etc., in to open spots.
4. Schedule paperwork times in daily (we’ll talk about this later).



Tip # 2 - Organize your schedule!

The key to this is consistency!
Schedule it and it will happen!

30 Minutes a day! That's all you need!



Tip # 3 - Organize
your admin time!

This is not the name you
want for yourself!

Some things about notes!

- They are important!
- Funding Sources can ask for your notes at anytime.
- The individual you support/families/supports brokers (coordinators) can ask for your notes at anytime.
- Payment for services can be denied for an improperly written note showing no services were performed.
- Job Coach call - off – Supervisor or co - worker can seamlessly jump in after reading your note.
- Data collection for fade
- Cover your butt!!!

Million Dollar Tip - Do your notes right the first time and right away! This will save you hours!

1. Do your notes before you leave the appointment.
2. Dictate the notes
3. Don't keep a notebook and do them all at one time!



Back to basics!

WHO

Who is present, who needs to be present, who is involved, who is not involved

WHAT

What happened, what did not happen, what needs to happen

WHEN

When does it need to happen by, when is it appropriate, when should it be finalized

WHERE

Where does the individual need to be, where are they, where should they be

HOW

Are prompts, cues, visuals, task lists, modeling, verbal cues, how are things being done?

Tip # 4 - Keep a schedule! Update your schedule!

1. Keep a schedule via technology such as google calendar or use a paper appointment book!
2. Put your private/can not miss events in there too!
3. Put your travel time in there so you don't overbook!

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|----------------------------|---------------------------------------|----------------------------|----------|---------------------------------|---------------------------|--------|
| 9:00am | Support Chris @ OfficeMart | | Support Chris @ OfficeMart | Day off! | Support Chris @ OfficeMart | | |
| 9:30am | | | | | | | |
| 10:00am | | Support Amy @ Hope Hospital | | | | | |
| 10:30am | | | | | | | |
| 11:00am | | | | | | | |
| 11:30am | | | | | | Travel to Bayside & lunch | |
| 12:00pm | Travel to City | Support John @ Cleanz car | Travel to City | | Travel to City | | |
| 12:30pm | Support Michael@ Ollie's | | Support Michael@ Ollie's | | Support Michael@ Ollie's | | |
| 1:00pm | | | | | | | |
| 1:30pm | Lunch | | | | Travel to office | | |
| 2:00pm | Travel to Platos | | | | Organize calendar for next week | | |
| 2:30pm | Drop in on Jess @ Plato's | Onboarding paperwork for food n stuff | | | | | |
| 3:00pm | | | | | | | |

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Tip # 5 - Take Care of You!

Burnout is real! Don't let your candle burn out!

Burnout is a **form of exhaustion** caused by **constantly feeling swamped**. It's a result of excessive and prolonged emotional, physical, and mental stress. In many cases, burnout is related to one's job. Burnout happens when you're overwhelmed, emotionally drained, and unable to keep up with life's incessant demands.



Monitoring Signs of a Burnout

1. I feel run down and drained of physical or emotional energy.
2. I have negative thoughts about my job.
3. I am harder and less sympathetic with people than perhaps they deserve.
4. I am easily irritated by small problems, or by my work and team.
5. I feel misunderstood or unappreciated by my work.
6. I feel that I have no one to talk to.
7. I feel that I am achieving less than I should.
8. I feel under an unpleasant level of pressure to succeed.
9. I feel I am not getting what I want out of my job.
10. I feel that I am in the wrong organization or the wrong profession.
11. I am frustrated with parts of my job.
12. I feel that organizational politics or bureaucracy frustrate my ability to do a good job.
13. I feel that there is more work to do than I practically have the ability to do.
14. I feel that I do not have time to do many of the things that are important to doing a good quality job.
15. I find that I do not have time to plan as much as I would like too

Add up your scores!

Not at All - 1 Point Each

Rarely - 2 Points Each

Sometimes - 3 Points Each

Often - 4 Points Each

Very Often - 5 Points Each



How did you do?

- 15-18 No sign of burnout here.
- 19-32 Little sign of burnout here, unless some factors are particularly severe.
- 34-49 Be careful— you may be at risk of burnout, particularly if several scores are high.
- 50-59 You are at severe risk of burnout— do something about this urgently.
- 60-75 You are at very severe risk of burnout— do something about this urgently.

Take out a piece of paper

Rank 1 to 10 in order of importance with 1 being most important and 10 being least important



Take a look at where your priorities placed

Spiritual _____ out of 8

Relationships _____ out of 8

Physical Fitness _____ out of 8

Sleep _____ out of 8

Pleasant activities _____ out of 8

Emotional _____ out of 8

Nutritional _____ out of 8

Professional _____ out of 8

Why the Wellness Wheel?

Are your
priorities in the
order that you
want them to
be?

Strategies for Burnout

1. Talk to your supervisor! Explain what you need help with! Tell them what you need to stop the burnout!
2. Schedule time in your day for the important things on your wellness wheel! If it's physical fitness, put that on your calendar for before or after work!
3. Evaluate why your priorities became out of order. Fix the system!
4. Start your new system of scheduling and scheduling time for you!
5. Teach yourself to be healthy in all aspects of your wellness wheel! Habits take 30 days to form and 90 days to establish as a new habit!

Clearing Clutter -

be it physical, mental, emotional, or spiritual - brings about ease and inspires a sense of peace, calm, and tranquility.

- Laurie Buchanan

Positive Healthy
Inspiration
with
Patty Gordon - Wood.com

- Tip 1 - Don't wear out your welcome!
- Tip 2 - Organize your schedule!
- Tip 3 - Organize your admin time!
- Tip 4 - Keep your schedule updated!
- Tip 5 - Take care of you!!





Thank you!!

Dr. Lisa Svidron-Stroup, EdD., CESP, WIP-C
Training Associate with TransCen Inc.

Programs we provide: School to Work
transition, Job Coach Trainings, ACRE
Certification, Meaningful Day Services,
Employment Specialist Training and
more!

lsvidron@transcen.org

(301) 424-2002