

SLIDE 1:

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

TransCen: Meaningful Work + Community Inclusion

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

SLIDE 2:

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

SLIDE 3:

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.

SLIDE 4:

Activity

Take out a piece of paper and grab your pen!

- What is a Job Coach?
- What do they do?
- Why are they important?

SLIDE 5:

Job coaching formula

SUCCESS

- Teach: Teach the skills needed for job success.
- Inspire: Infuse their mind with the feeling that they can do this.
- Motivate: Enthusiasm is contagious! Excite them about the job!
- Mentor: Guide, set goals and support.
- Lead by Example: Guide through your behaviors not just your word.

SLIDE 6:

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

SLIDE 7:

We have to be so many different things! How?

Job Coach

- Advocate
- Personal Assistant
- Communication Expert
- Transportation Expert
- Teacher
- Mentor

Our cup is almost full!

SLIDE 8:

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?

SLIDE 9:

Hack #1!

Are you doing too much?

Are you promoting Autonomy?

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

SLIDE 10:

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

STOP

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?

SLIDE 11:

Hack #2!

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

SLIDE 12:

Tip #2 -Organize your schedule!

STOP

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!

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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 cannot 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).

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Tip #3 -Organize your admin time!

- The key to this is consistency!
- Schedule it and it will happen!
- 30 Minutes a day! That’s all you need!

Graphic: Name tag. Hello, my name is: No Notes turned in!
This is not the name you want for yourself!

SLIDE 15:

Some things about notes!

- They are important!
- Funding Sources can ask for your notes at any time.
- The individual you support/families/supports brokers (coordinators) can ask for your notes at any time.
- 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!!!

SLIDE 16:

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!

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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, visual, task lists, modeling, verbal cues, how are things being done.

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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/cannot miss events in there too!
3. Put your travel time in there so you don't overbook!

SLIDE 19:

SAMPLE Schedule

Monday

- 9:00am - 12:00pm
Support Chris @ OfficeMart
- 12:00pm - 12:30am
Travel to City
- 12:30pm - 1:30pm
Support Michael@ Ollie's
- 1:30pm - 2:00pm
Lunch
- 2:00pm - 2:30pm
Travel to Platos
- 2:30pm - 3:00pm
Drop in on Jess @ Plato's

Tuesday

- 10:00am - 11:30am
Support Amy @ Hope Hospital
- 11:30am - 12:00pm
Travel to Bayside & lunch
- 12:00pm - 2:30pm
Support John @ Cleanz car
- 2:30pm - 3:30pm
Onboarding paperwork for food n stuff

Wednesday

- 9:00am - 12:00pm
Support Chris @ OfficeMart
- 12:00pm - 12:30am
Travel to City
- 12:30pm - 1:30pm
Support Michael@ Ollie's

Thursday

- Day off!

Friday

- 9:00am - 12:00pm
Support Chris @ OfficeMart
- 12:00pm - 12:30am
Travel to City
- 12:30pm - 1:30pm
Support Michael@ Ollie's
- 1:30pm - 2:00pm
Travel to office
- 2:00pm - 3:00pm
Organize calendar for next week

SLIDE 20:

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.

SLIDE 21:

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 co-workers and team.
5. I feel misunderstood or unappreciated by my co-workers.

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.

SLIDE 22:

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

SLIDE 23:

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.

SLIDE 24:

Wellness Wheel

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

- Relationships
- Physical Fitness
- Sleep
- Pleasant Activities
- Emotional
- Nutrition
- Professional
- Spiritual

SLIDE 25:

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

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

Why the Wellness Wheel?

SLIDE 26:

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!

SLIDE 27:

Clearing Clutter

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

- 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!!

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Thank you!!

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

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