



## **Executive Function Coach**

**At Children's Health Council (CHC)**, we've been helping children and families for 60 years. Our Center, two schools and a Community Clinic, serve families in the Silicon Valley as well as the greater San Francisco Bay Area. Our areas of expertise include learning differences, anxiety and depression, ADHD and Autism. We also provide excellent parent education services and parent consultations.

At CHC, we uncover a world of promise and potential in every child. Using a personalized approach, we help your children become happier, more resilient and more successful. Our employees are encouraged to bring their ideas, experiences and perspectives, gleaned from their varied backgrounds, to the workplace. We strive to create an environment in which all employees can contribute to their fullest potential to make an impact in the lives of the children we help.

### **Job Summary**

The Executive Function Coach, under the direction of the Educational Services Program Manager, is responsible for directly providing executive function coaching to clients. Additionally, the Executive Function coach must be comfortable meeting with parents and guardians to discuss potential executive function treatment plans as well providing educational recommendations around noted deficits. Must have knowledge of best practices for teaching students with learning difficulties, ADHD, and executive functioning deficits. Must be able to communicate goals, progress, and recommendations with interdisciplinary team members, parents, and relevant community professionals. Must be comfortable with using psycho-educational testing results to guide Executive Function coaching and aid in discussions with parents.

### **Essential Functions**

- Provide consultations for parents seeking information and support around their child's difficulties with executive functioning, behavior or learning.
- Perform on and off-site school related services as requested.
- Engage in a coaching model of treatment for middle and high school students to support executive functioning and study skills.
- Communicate with parents, teachers and care-givers to develop continuity of treatment and technique across school, home and other domains.
- Actively create materials to be used in treatment and to build a library of resources.
- Collaborate with cross-disciplinary professionals to develop client's treatment plan.
- Participate in parent/student/teacher conferences to directly communicate CHC assessment results, treatment status, and articulate recommended interventions and accommodations.
- Participate in school, medical or other team conferences, IEP's, on-site training, etc. as requested.
- Participate in outreach, care consultation program, parent education, group treatment and professional development as requested by supervisor.
- Fulfill patient productivity and caseload expectations as assigned by supervisor.



### **Other Functions**

- Be available for periodic evening and weekend work in order to be responsive to parent availability.
- Develop collegial relationships with outside professionals to promote cross referrals.
- Perform other related duties as assigned or requested.

### **Knowledge/Skills/Ability**

- Strong understanding and application of current research and findings in ADHD, executive functioning, learning disabilities, gifted learnings, and best practices for treatment.
- Ability and desire to work as part of professional inter-disciplinary team.
- Excellent time management and organizational skills.
- Possess excellent customer service, interpersonal and written communication skills that reflect sensitivity to their audience.
- Flexibility and professionalism to respond productively to unexpected occurrences in operation and with clients.
- Keen ability to adapt to personal learning styles of individual clients.
- Knowledge and ability to use computers.

### **Education/Training**

- Master's degree or higher in relevant field (will consider if enrolled in a graduate program with a projected date of completion). Three years post master's degree and professional experience preferred.
- At least three years' experience as practitioner in relevant clinical or school setting.
- Strong understanding of both special education and gifted education best practices.
- Comprehensive understanding of and experience with executive function deficits.

### **Physical Requirements:**

An employee in this position may be required to occasionally lift, move and/or set-up stacks of documents such as training binders or other training materials, lap-top computers, in-focus projectors, flip charts and other materials required for training sessions. Employee will also be required to work for extended periods of time at a computer.

**To apply, please email your cover letter and resume/CV to [jobs@chconline.org](mailto:jobs@chconline.org) in Microsoft Word or PDF format. Please reference "Executive Function Coach" in the subject line.**

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.