



# JOB NOTICE

Date Posted: March 24, 2016

Closing Date: April 3, 2017

**APPLICATION PROCEDURES:** Send letters of intent/ resume to BOX. SJC, Personnel, Compass Family and Community Services. 535 Marmion Avenue, Youngstown, Ohio 44502

**Department:** The Center for Workforce Development

**Title:** Summer- Youth Job Coach

**Salary:** Part time. Pay rate negotiable depending on experience. Starting rate \$9.09 to \$12.38 depending on experience and education.

**General Duties:**

- Provide career exploration services for youth participants that will include informational interviews, job site tours, job shadowing with possible on-the job skill set training.
- Provide educational sessions that incorporate developing vocational interests and independent living skill sets such as budgeting and time management.
- Provide on-site training to older youth with barriers to employment to enhance acceptable performance levels, resolve presenting problems that will enhance future long-term gainful employment.
- Assess behavioral and soft skill strengths and deficits, develop benchmarks for identifying goals, and implement behavior management techniques. Collect progress data. Evaluate quality and production levels and compare with employer standards.
- Participate in client team meetings.
- Maintain regular documentation on client's progress and other case file information.
- Establish working relationship with employers to foster employment opportunities.
- Provide "awareness of disability" training to client's employer and co-workers as needed.
- Assess non-work related needs of client and provide information on available resources.
- Duties may include working with youth in a group experience while accommodating specific vocational areas/disability needs of participants.

**Qualifications:**

**Education/Experience:** Minimum of two years experience and or education in social service or education field required. Adaptable and creative with the ability to plan and organize varied work levels. Sensitive and committed to assisting youth that have barriers to employment. Flexible work schedule is required.

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; Reliable transportation and clear driving record and TB test. Occasionally transport clients in personal automobile that is covered by at least the state minimum auto insurance.

**Personal:** Adaptability, initiative, creativity, ability to plan and organize work and ability to work with adults who have barriers to employment.

**Physical:** Standing, walking and climbing stairs; occasional lifting depending on coaching assignment.

**Non-exempt:** Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans