

# JOB NOTICE

Compass Family & Community Services  
535 Marmion Avenue  
Youngstown, Ohio 44502

Date Posted: March 30, 2016

Closing Date: April 8, 2016 or until filled

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

**Department:** The Center for Workforce Development

**Title:** Intermittent Job Coach

**Salary:** Part time. Competitive pay rate depending on experience. Starting rate \$9.09 per hour w/o degree, and \$10.69 per hour with degree to start.

## **General Duties:**

- Provide on-site training to youth and adults with barriers to employment to enhance acceptable performance levels, resolve presenting problems and maintain gainful employment.
- Assess behavioral strengths and deficits, implement behavior management techniques and collect progress data. Evaluate quality and production levels according to 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. Gradually decrease amount of training and allow the site supervisor to assume supervision.
- 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.

## **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 and adults 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.

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