



# JOB NOTICE

Date Posted: June 27, 2018

Closing Date: July 13, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent/ resume to INDEED or via mail to BOX. JC, HR, COMPASS Family and Community Services. 535 Marmion Avenue, Youngstown, Ohio 44502

**Department:** Workforce Development

**Title:** Job Coach – Year Round Availability is Required

**Salary:** Part time. Pay rate negotiable depending on experience. Starting rate \$10.00 to \$15.00 depending on experience and education.

## **Overview of Compass Workforce Development Services**

COMPASS Workforce Development program employs several full time vocational rehabilitation counselors and specialists as well as intermittent job coaches. We serve both youth and adults with disabilities as well as those with special needs by preparing them for employment, providing them with access to job openings, and providing them support after they obtain employment. We also support individuals who want to enter post-secondary training programs.

## **Intermittent Job Coach Responsibilities**

COMPASS employs job coaches throughout the year to provide on-site job training to youth and adults placed at work sites throughout the community. All job coaches are provided training prior to the start of services. Job coaches also provide ongoing support during the work experience by Workforce Development supervisors.

### General Duties:

- Assessing behavioral and soft skill strengths and deficits, developing benchmarks for improvement, and implementing behavioral goals as part of the individualized employment plan.
- Maintaining daily progress documentation on the client worker and a final summary report. Coaches are paid for the time for documentation completion.
- Establishing an effective working relationship with employers.
- Tracking client work hours and submitting sign in sheets to Compass.

**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