



JOB NOTICE

Date Posted: June 12, 2020

Date closed: June 29, 2020 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, preferably with completed application to: HR Box-PT/Job Coach, COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Workforce Development

Title: Part Time Intermittent Job Coach

Salary \$: \$10.00 - \$15.00 per hour, depending on experience

Shift: Day Shift

General Duties:

1. Provide on-site training to clients in community employment in order to achieve/enhance acceptable performance levels, resolve presenting challenges, and implement job coach interventions according to client needs and preferences. Establish systematic fading offsite to enhance client independence and transfer supervision/learning to the site manager.
2. Review client case file prior to job coach assignment, complete orientation session upon initiation of job coach assignment. Complete documentation requirements efficiently and effectively according to defined time frames provided.
3. Identify client behavioral strengths and needs both work and personal. Assist with identifying resources that can aid in resolving needs. Implement an individual service plan (ISP) that will assist the client in achieving goals that will aid him/her in preparing for community employment and/or in maintaining competitive employment.
4. Establish a working relationship with worksite manager to help foster support for client. Aim at obtaining effective job performance training for client, and identify work tasks that meet the expectations of the worksite in quantity and quality. Acquire client performance feedback from worksite staff in a manner that is conducive to that work environment and

management availability. Provide awareness/education to worksite staff about client's transferable skills and functional impediments.

QUALIFICATIONS FOR JOB:

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 responsibilities, spontaneous, self-directed, attention to detail.

Technology: Proficient computer skills with working knowledge of Microsoft Word and Excel and Outlook. Ability to gain familiarity with Google docs.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; If applicable to the position requirements: Clear driving record; TB test, Mini-Physical and First Aid/CPR. Able to ambulate work environments, lift, bend, stoop, and reach as the work setting and training needs dictate it, flexibility with worksite assignments and schedules a must.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Ability to work with management/people in authority w/in worksite settings, ability to work w/ adults and/or youth who have barriers to employment. Bi-Lingual candidates preferred.

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