

Community Support Instructor/Employment Coach

Education/Experience:

High School diploma or GED required. Human Service background a plus. Willingness to work with a diverse population of adults with developmental disabilities. Good communication skills needed.

Weekly Hours: 8-37.5 hours per week

Reports To: Primary – Procurement Coordinator
Secondary – Community Employment Coordinator or Executive Director

Overall

Responsibilities: Act as a leader, mentor, and role model for participants. Provide training, direction, and supervision in a work environment.

Primary Responsibilities:

1. Provide instruction and guidance on appropriate work habits and soft skills to maintain employment.
2. Establish/follow work routine, train, supervise and provide guidance to clients in their work environment. Quality control work performance.
3. Supervise and provide guidance for clients at the work site.
4. Provide client transportation as required.
5. Act as a liaison between the employee and employer.
6. Support all subcontract work and assist the floor supervisors with set up, clean up, and material as deemed necessary.
7. Document client objectives; write client progress notes, and complete additional documentation as deemed necessary.
8. Recordkeeping including time cards, productivity, inventory, etc.
9. Provide instruction and leadership for community-based learning activities.
10. Assist with time studies, task analysis, job bids, etc. as needed.
11. Support the operation of the thrift store and coach client workers.

Secondary Responsibilities:

1. Assist with vehicles loading and unloading, possess a driver license and provide client transportation as needed, support participant to learn and use public transportation.
2. Attend staff, department meetings and in-services
3. Assist with client evacuations during emergencies and drills.
4. Communicate updates, concerns, and issues at regularly scheduled meetings and with department coordinator.
5. Other duties as assigned.

Mutually agreed to on: _____

Employee's Signature: _____

Supervisor's Signature: _____

Director's Signature: _____

Revised date: May 11, 2020