

Community Support Instructor/Employment Coach/Retail Clerk

EDUCATION/EXPERIENCE: High school degree or G.E.D. required. Human Services background a plus. Willingness to work with a diverse population of adults with developmental disabilities. Good communication skills needed.

WEEKLY HOURS: 7-28 hours

REPORTS TO: Executive Director

SUPERVISORY
RESPONSIBILITIES: None

OVERALL
RESPONSIBILITIES: Job coach clients in a retail setting.

PRIMARY RESPONSIBILITIES:

- A. Provide members instruction and guidance on appropriate work habits and soft skills to maintain employment.
- B. Establish member work routine, train, supervise, and provide guidance to clients in their work environment.
- C. Quality control work performance of members.
- D. Document client objectives; write client progress notes and complete additional documentation as necessary. Provide input for staffings.
- E. Respect client confidentiality.
- F. Perform all duties to open and close store. Unlock/secure building, prepare cash register, count money, run reports, enter information into register, etc.
- G. Accept donations and provide receipt when needed.
- H. Sort donations and assess whether to keep or discard according to established standards.
- I. Hang, tag, price, and put clothing and household items out on the floor for sale.
- J. Straighten racks and shelving so that product looks appealing.
- K. Provide customer service.
- L. Maintain store appearance. Vacuum, dust, wash windows and counter tops, empty garbage.
- M. At the end of your shift have all counters cleared, sorting projects completed, and garbage emptied.

SECONDARY RESPONSIBILITIES:

- A. Must have the ability to lift up to 25 pounds.

Mutually Agreed To On: _____

Employee's Signature: _____

Supervisor's Signature: _____

Director's Signature: _____

03/2023