



Job Posting

Posted: 7/1/2019 – Closing Date: Until Positions are Filled

Job Title: Supported Employment Job Coach

Department: Supported Employment

Reports To: Community Outreach Specialist

FLSA/Internal Code: Non-Exempt, Full Time Position / L4; **Anticipate Salary Range:** \$ 12.00 - \$ 12.75 per hour

Qualifications: Minimum qualifications include:

- Associates and/or Bachelor's Degree in Behavioral Health or Human Services preferred. Minimum of 2 years of equivalent work experience in Human Services in lieu of degree. Work experience supporting individuals and demonstrating job skills to secure and retain employment is preferred;
- A valid driver's license is required with a two-year safe driving record. Incumbents are required to use their personal vehicles to develop job opportunities and transport individuals to employment assignments. Successful candidates will receive reimbursement for mileage;
- Professional presence and presentation skills to develop job leads while representing the Agency and our individuals to secure employment;
- Excellent organizational and computer skills;
- Demonstrates proficiency in reading and writing;
- Ability to develop training techniques and learning examples in order to support our individuals to learn job skills and retain employment;
- Strong presentation skills, interpersonal, problem solving skills and ability to work independently and as part of a team;
- Completion of formal training in Supported Employment at the time of hire or within 180 days after the onset of the position;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

This is a supportive employment position working with individuals who desire competitive employment. The successful candidate will have experience working with individuals with various disabilities, have a thorough knowledge of Community Social Services Programs and have vocational training experience and knowledge of alternate support skills to develop individuals once employment opportunities are secured. The incumbent supports the long term goal of transitioning Individuals into positions preparing them for competitive employment.

The primary responsibilities of this position include assisting individuals in achieving desired outcomes as identified in their Essential Lifestyle Plan. To include: job search, resume building, job assessment, job training, as well as job placement and performing the job skills through example. The incumbent establishes and/or develops partnerships with local businesses to provide successful employment for our individuals served.

This position will spend 50% of its time in the community recruiting employers and providing onsite client support. . As the needs of clients do not always fall within the standard Monday through Friday 9 a.m. – 5 p.m. work schedule; this position may be required to work a flexible schedule to solicit employment opportunities and accommodate the supported employment work schedule of the clients they support. Non-standard hours may include afternoon and weekend schedules.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

**Your Life... Your Choice... Our Mission!
We are an Equal Opportunity Employer and participate in the Drug Free Workplace Act**