MRC Job Posting

POSTING DATE: August 19, 2016

JOB TITLE: Job Coach I

JOB ORDER: 099

HOURS: Full-time (39 hours/week); afternoon and evening hours, must be available some weekends as well

REPORTS TO: Community Employment Manager

JOB FUNCTIONS: Supports Community Employment worksites by consulting with supervisors and co-workers on adapting their training and supervisory methods for the MRC consumer. Supervises work crews and provides support and advocacy for persons at individual placements. Ensure services meet the customer's requirements.

DUTIES:

- Train individuals served in work responsibilities.
- Meet employer quality expectations for timeliness and accuracy ensuring customer satisfaction.
- Ensure that services are effective to meet individual's' needs to obtain and/or maintain employment.
- Ensure persons served working on work crews increase work skills in preparation for competitive employment.
- Ensure overall employer satisfaction with MRC services.
- Supervise work crews and provide support and advocacy for persons at individual placements/microenterprise to facilitate integration at the employment site.
- Ensure that employers are provided with information that is relevant and helpful to them to understand the needs of the consumer.
- Be flexible, creative and knowledgeable of agency resources when interacting with service teams and other agencies when providing services.
- Identify natural supports at the workplace and move persons served to regular supervision and social supports from co-workers as quickly as possible.
- Seek out and respond to input from consumers, employers, and other stakeholders.
- Evaluate each job site for safety regulations and ensure a safe environment.
- Complete incident reports and accident reports in a timely fashion and in accordance with agency policy.
- Assure the rights of individuals served are protected in accordance with Michigan Mental Health Code and agency policy.
- Provide transportation for consumers to/from job sites as needed, adhering to all traffic laws and rules of the road.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum one year experience in a service industry required
- High School diploma or equivalent required
- Experience working with adults with development disabilities preferred
- Minimum one year experience supervising a work crew preferred
- Experience in supported employment preferred
- Must have human relations skills sufficient to interact effectively with customers/employers, consumers, families, co-workers, and service team members
- Initiative and independence to work in the community without supervision
- Analytical skills sufficient to analyze worksites, write service plans, analyze behavior and develop interventions.
- Energy and enthusiasm to create a positive response to people with disabilities.
- Ability to learn and teach a variety of jobs
- Written communication and organizational skills sufficient to complete required documentation on schedule.

- Demonstrated ability and time management skills to perform tasks independently as assigned.
- Physical ability sufficient to transport and operate equipment used at job sites (e.g., burnisher, stripper, auto scrubber).
- Flexibility to respond to consumer needs on and off-the job and various unit needs.
- Acceptable driving record, valid Michigan driver's license and availability of licensed, insured vehicle for use on the job required.
- Working knowledge of PC software (MS-Office, Word, Excel, Access, Internet)
- A criminal records check, drug screen and office of recipient rights screen are required for this job.
- Must be bondable.
- Must be available to work evenings and weekends.

WORKING CONDITIONS

- Travel to off-site employment locations necessary.
- Working hours could include afternoon, evening and weekend hours
- Work may involve being outside in all weather conditions, exposure to dust, grass pollen and industrial conditions.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 30 pounds.
- Ability to tolerate prolonged standing and walking.
- Travel in the community.

PAY RANGE: $10.00 – 14.10/hour

TO APPLY: Submit applications and resumes online at www.mrcindustries.org

DEADLINE: Friday, September 2, 2016, 5:00 P.M.