MRC Industries

JOB POSTING

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POSTING DATE:	**February 8, 2016**
POSITION:	Skill-Building Coach I
JOB ORDER:	**083**
REPORTS TO:	McKercher Program – Skill-Building Unit Manager
STATUS:	Full-Time Variable, Non-exempt

Summary of Responsibilities:

Provides skill building opportunities through in-house production work and volunteer opportunities that ensure individuals served access and develop relationships within the community. Promotes community inclusion, independence and leadership to assigned consumers. Provides supervision and training and follows individuals served objectives, behavior plans and interventions and follows procedures for ensuring safety in the community. Provides transportation to individuals served during hours of operation. Provides support, supervision, restroom assistance and personal care as needed to specified consumers.

Essential Duties and Responsibilities:

1. Engage all individuals served in meaningful and productive activities at all times; plan skill building activities.
2. Provide training and support for individuals served to help increase skill development at volunteer sites in the community and/or during in-house production work.
3. Provide community-based programming, ensuring individuals served access and develop relationships with their community.
4. Provide skill building opportunities that promote community inclusion, independence and productivity.
5. Maintain quality control standards established by the customer.
6. Manage assigned contract work effectively for work completion and report/alert production staff to any problems.
7. Provide coverage as requested with morning attendance, lunch time, bus monitoring, and restroom assistance.
8. Intervene with individuals displaying inappropriate behaviors and when required, use approved physical intervention techniques.
9. Assume the responsibility for the health and safety of individuals served, maintaining a clean and safe environment and following procedures to ensure safety within MRC facilities and the community.
10. Provide transportation to individuals served during operational hours as required, adhering to all traffic laws and rules of the road.
11. Follow specific individuals served objectives, behavior plans, and/or interventions.
12. Daily document individuals served progress towards identified goals.

13. Follow established procedures for filling out daily billable sheets and maintain accurate records of hours and production for each individual assigned.
14. Communicate effectively and respectfully with consumers and staff in the provision of services.
15. Attend regular and special staff meetings upon request.
16. Complete incident and accident reports in a timely fashion and in accordance with agency policy
17. Assure the rights of individuals served are protected in accordance with Michigan Mental Health code and agency policy.

Non-Essential Duties and Responsibilities

1. Assess consumer strengths and weaknesses and communicate these to program managers.
2. If assigned to medication administration, accept and administer medications in accordance with agency guidelines.
3. Other duties as assigned.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or equivalent.
2. Education and/or experience working with individuals with disabilities and/or mentally impaired individuals preferred.
3. Must have problem solving skills and judgment sufficient to recognize and initiate appropriate response to emergency and non-emergency situations independently.
4. Must have written communication skills sufficient to write consumers' goals and objectives.
5. Must have sufficient reading skills to read consumer schedules and goals.
6. Must have human relation skills sufficient to interact effectively with a wide range of people.
7. Must be able to work unsupervised.
8. Experience in tending to the personal care needs of individuals preferred.
9. Must have a valid Michigan driver’s license, excellent driving record, and availability of licensed, insured vehicle for use on the job. Ability to obtain a basic chauffeur’s license, if requested, required.
10. A criminal records check, recipient rights screen and drug screen are required for this position.

Work Conditions

1. Must be able to provide consumer service on occasional evenings or weekends for special events.
2. Must be able to tolerate hot temperatures in the summer and cold temperatures in the winter.

Physical Requirements

1. Ability to squat, reach, lift, push, pull, bend, stoop and kneel.
2. Physical ability to provide assistance to persons served with lifting and transferring, personal care, and physical intervention when necessary.
3. This position requires exerting 25 pounds force occasionally and up to 15 pounds frequently.

PAY RANGE: $10.00 - $14.10 per hour

TO APPLY: Application can be completed on MRC's website at www.mrcindustries.org
Reference Job Number 083

DEADLINE: Friday, April 22, 2016, 5:00 P.M.