



MRC Job Posting

POSTING DATE: October 27, 2016

JOB TITLE: Job Coach I (non-program management)

JOB ORDER: 107

HOURS: Full-time, Non-exempt (daytime, evening and some weekend hours)

REPORTS TO: Community Employment Unit Manager

JOB FUNCTIONS: Promotes community inclusion, independence and leadership for individuals with disabilities through supported employment worksites and individual placements. Provides consultation to employers on adapting their training and supervisory methods for individuals served. Provides supervision and training for work crews and support and advocacy for persons at individual placements. Ensures services meet customer requirements.

DUTIES:

- Provide supervision to work crews and provide support and advocacy for persons at individual placements to facilitate integration at the employment site.
- Ensure that services are effective to meet each individual's needs to obtain and/or maintain employment.
- Ensure individuals employed on work crews increase work skills in preparation for competitive employment.
- Identify natural supports at the workplace and move persons served to regular supervision and social supports from co-workers as quickly as possible.
- Train individuals served in work responsibilities
- Meet employer quality expectations for timeliness and accuracy, ensuring overall satisfaction with MRC Industries, Inc. services.
- Ensure that employers are provided with information that is relevant and helpful to them to understand the needs of individuals served.
- Be flexible, creative and knowledgeable of agency resources when interacting with service teams and other agencies when providing services.
- Complete all required documentation, progress notes, employer communication logs and case notes.
- Seek out and respond to input from persons served, employers and other stakeholders.
- Evaluate each job site for safety regulations and ensure a safe environment.

- Complete incident 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 to individuals served, adhering to all traffic laws and rules of the road.

Knowledge, Skills and Abilities

- Minimum one year experience in a service industry required.
- High School diploma or equivalent required.
- Experience working with adults with development disabilities or mental illness preferred.
- Previous supervisory experience preferred.
- Must have verbal communication skills sufficient to interact effectively with customers/employers, individuals receiving services, families, co-workers, and service team members.
- Must be able to demonstrate initiative and work independently in the community without supervision.
- Must have analytical skills sufficient to analyze worksites, 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.
- Physical ability sufficient to transport and operate janitorial equipment and supplies used at job sites.
- 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 reliable vehicle for use on the job required. Willing to obtain chauffeur's license within 30 days of employment.
- Working knowledge of PC software (MS-Office, Word, Excel, Internet).
- A criminal records check, drug screen and office of recipient rights screen are required for this job.
- Available to work afternoons, evenings and weekends.

WORKING CONDITIONS

- Local travel to off-site employment locations necessary
- Working hours frequently involve afternoon, evening, and weekend hours
- Work may involve being outside in all weather conditions, exposure to dust, dirt, grass pollen and industrial conditions

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 30 pounds
- Ability to tolerate prolonged standing and walking.
- Must be able to operate a motor vehicle

PAY RANGE: \$10.00 - \$14.10/hour

TO APPLY: Apply online at <http://www.mrcindustries.org>

DEADLINE: Friday, November 11, 2016, 5:00 P.M.