



## MRC INDUSTRIES, INC. JOB POSTING

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**POSTING DATE:** March 25, 2015

**JOB TITLE:** Job Coach II

**DEPARTMENT:** Pathways Clubhouse Employment Unit

**JOB ORDER:** 057

**REPORTS TO:** Pathways Employment Unit Manager

**POSITIONS SUPERVISED:** None

**STATUS:** Full-time, Non-exempt (must be flexible for daytime, evening and weekend hours)

### **Summary of Responsibilities:**

Supports MRC Pathways Community Group Employment Services crew worksites by consulting with Employment Unit Manager, site supervisors, employers, and co-workers on adapting their training and supervisory methods for the MRC consumer. Manages work crews and ensures individuals served increase work skills. Ensures services meet the customer's requirements. Provides training to job coaches, develops weekly work crew schedules, collects and verifies site calendars and verifies weekly consumer attendance records.

### **Essential Duties and Responsibilities:**

1. In coordination with the Employment Unit Manager, develops weekly and holiday work crew schedules for all MRC Pathways Community Group Employment crew worksites.
2. In coordination with the Employment Unit Manager, provides organization and direct oversight for special events that may occur throughout the year.
3. Ensures all MSDS binders at each individual site are up to date as required by regulatory entities.
4. Facilitates team meetings in the absence of the Employment Unit Manager.
5. Performs employee orientation, training and development for unit.
6. Assures that all employee job application packets are completed by each member and sent to finance team prior to working at any site (E-verify document).
7. Meets all standards established by regulatory entities such as CARF, ORR, JWOD, OSHA, Public Health, etc.
8. Carries a member caseload. Develops relationships and offers support to assigned members. Be available to assist, support or mentor.
9. Develops services to increase the number of participants assigned to crew worksites through MRC Pathways Community Employment Services and refers members to Competitive Employment when deemed appropriate.

10. Verifies weekly consumers' attendance records.
11. Ensures weekly employee timesheets are collected, processed, verified for accuracy and then turned into finance department in timely manner.
12. Trains individuals served in work responsibilities.
13. Meets employer quality expectations for timeliness and accuracy.
14. Ensures that services are effective to meet consumers' needs to obtain and/or maintain employment.
15. Ensures consumers on crews increase work skills.
16. Ensures overall employer satisfaction with MRC services.
17. Supervises work crews and monitors behavior issues to facilitate integration at the employment site.
18. Advocates for the member with the employer as needed.
19. Ensures that employers are provided with information that is relevant and helpful to them to understand the needs of persons served.
20. Be flexible, creative and knowledgeable of agency resources when interacting with service teams and other agencies when providing services.
21. Develops work skills for individuals serving on assigned work crews.
22. Completes all required documentation, progress notes, job contacts, employer communication logs and case notes.
23. Provides timely and appropriate follow-through during job placement and throughout the employment tenure of each person served.
24. Identifies natural supports at the workplace and moves persons served to regular supervision and social supports from co-workers as quickly as possible.
25. Seeks out and responds to input from persons served, employers and other stakeholders.
26. Completes incident and accident reports in a timely fashion and in accordance with agency policy.
27. Assures the rights of individuals served are protected in accordance with Michigan Mental Health Code and agency policy.
28. Orders Community Group Employment supplies (obtain purchase order, order supplies, verify order when it arrives, document on receipt where supplies are used, identify if billed to an appropriate site, send copy to finance team).

### **Non-Essential Duties and Responsibilities**

1. Performs other duties as assigned by the Employment Unit Manager.
2. Attends meetings and serves on standing and special committees 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, skills and/or ability required.

Pathways Job Coach II

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum 3 years in a service industry
2. Minimum 3 years supervising work crews or a 2-year degree and 2 years experience or a 4-year degree and 1 year experience required
3. Minimum High School diploma or equivalent required
4. Experience working with adults with development disabilities or mental illness preferred
5. Experience in supported employment preferred
6. Prior supervisory experience preferred
7. Must have human relations skills sufficient to interact effectively with customers/employers, consumers, families, co-workers, and service team members
8. Initiative and independence to work in the community without supervision
9. Analytical skills sufficient to analyze worksites, write service plans, analyze behavior and develop interventions.
10. Creativity and problem solving skills sufficient to complete required documentation on schedule. Excellent oral communication skills required.
11. Energy and enthusiasm to create a positive response to people with disabilities.
12. Ability to learn and teach a variety of jobs
13. Written communication and organizational skills sufficient to complete required documentation on schedule.
14. Demonstrated ability and time management skills to perform tasks independently as assigned.
15. Physical ability sufficient to transport and operate equipment used in enclaves (e.g. burnisher, stripper, vacuum, auto scrubber).
16. Flexibility to respond to member needs on- and off-the job and various unit needs.
17. 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.
18. Working knowledge of PC software (MS-Office, Word, Excel, Internet)
19. A criminal records check, drug screen and office of recipient rights screen(s) are required for this job.
20. Available to work evenings and weekends.

### **Work Conditions**

1. Travel to off-site employment locations necessary
2. Working hours frequently involve afternoon, evening, weekend and holiday hours
3. Work may involve being outside in all weather conditions, exposure to dust, dirt, grass, pollen, and industrial conditions

### **Physical Requirements**

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

**PAY RANGE:** \$12.00 - \$17.40 per hour

**TO APPLY:** Apply online via the Employment Opportunities page at [www.mrcindustries.org](http://www.mrcindustries.org)  
Reference Job Number 057

**DEADLINE:** Friday, April 10, 2015 at 5:00 P.M.