

Coastal Community Action Program

Posting Date: 11/13/2017_____

EMPLOYMENT OPENING

Program: SES-DVR/SE_____

Position Opening: Job Coach/Employment Specialist_____

Position Summary: See attached Job Description_____

Job Requirements: See attached Job Description_____

Minimum Starting Wage: \$13.45-\$17.34 DOQ_____

Position Availability Date: Immediately_____

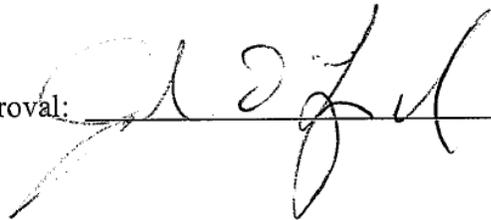
Time Schedule: Full Time: X
Part Time: _____
Temporary: _____

Return Resume, Application and Cover Letter to: Coastal Community Action Program-
Attn: Shawna-117 E. Third Street Aberdeen, WA 98520 or
shawnam@coastalcap.org

Remarks: _____

Applications for this position will be accepted until 11/26/2017 5:00 P.M., _____
Coastal Community Action Program is an equal opportunity employer and will accept
applications Monday through Friday, 8:00 A.M. – 5:00 P.M.

Administrative Approval: _____

A handwritten signature in black ink, appearing to be 'S. J. ...', written over a horizontal line.

COASTAL COMMUNITY ACTION PROGRAM
117 E Third Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: DVR/SE

TITLE: Job Coach/Employment
Specialist/Job Developer

JOB CLASSIFICATION: Case Manger

SALARY RANGE: \$13.45-\$17.34

DEPARTMENT: Social and Employment Services

IMMEDIATE SUPERVISOR: Employment Services Coordinator

SUMMARY DESCRIPTION: This position is responsible for all aspects of working with DVR/SE clientele including assessments, job development, job attainment and job retention. Additional duties include: Job coaching, contract compliance, maintenance of caseload, file maintenance, coaching participants at their worksite, providing assistance to employers and participants in addressing barriers to employment and ensuring all programs rules are followed carefully.

FUNCTIONAL RESPONSIBILITIES:

1. Establish relationships with the local business community to develop current and future job opportunities for participants, utilizing marketing and business contact methods.
2. Maintain client electronic and paper files in accordance with contract requirements.
3. Develop job opportunities for participants of the DVR/SE program.
4. Work with local employers to develop and maintain worksites for placement of participants.
5. Responsible for assessment and placement of participants.
6. Meet with participants and worksite supervisors as needed to ensure client success.
7. Coordinate with other DVR/SE partners.
8. Ensure all paperwork/computer entries and timelines for program are met.
9. Attend local and statewide meetings and trainings required by the supervisor.
10. Provide on-site mentoring, job coaching and support services to assist program participants in successful work experience placements.
10. Provide on-site technical assistance, training and support services to assist employers in providing successful worksite opportunities for the clients.
11. Monitor participant participation and activities.
12. Respect clients and co-workers as worthwhile individuals and maintain client confidentiality.
13. Other duties as assigned.

QUALIFICATIONS:

1. High School diploma or GED Required.
2. Prior experience in social health or employment service preferred.
3. Demonstrate knowledge of local agencies, businesses and potential clients.
4. Demonstrate successful work history and relevant education.
5. Ability to cooperate with employers and staff to ensure a team approach.
6. Ability to maintain extensive files (paper and electronic) in accordance with contract requirements.
7. Demonstrate working knowledge of Microsoft Office programs.
8. Ability to provide a supportive atmosphere for clients.
9. Work flexible hours as assigned, able to organize own time for work.
10. Ability to communicate orally and in writing.
11. Access to reliable transportation.
12. Valid driver's license and vehicle insurance required at all times.
11. Ability to pass and maintain a back ground check as contractually required.

This position is subject to pre-employment drug testing

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.