

**Coastal Community Action Program**

Posting Date: 01/25/2018

**EMPLOYMENT OPENING**

Program: SES-SE/GSE

Position Opening: Group Supported Employment Job Coach-Long Beach

Position Summary: See attached Job Description

Job Requirements: See attached Job Description

Minimum Starting Wage: \$14.08-\$16.84

Position Availability Date: Immediately

Time Schedule: Full Time: X  
Part Time: \_\_\_\_\_  
Temporary: \_\_\_\_\_

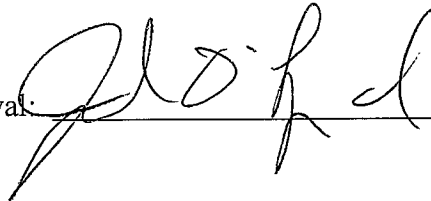
Return Resumes and Applications to: Coastal Community Action Program-Attn:  
Shawna Myers-117 E. Third Street Aberdeen, WA 98520  
shawnam@coastalcap.org

Remarks: \_\_\_\_\_

Applications for this position will be accepted until 5:00 P.M., 02/16/2018

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: \_\_\_\_\_



COASTAL COMMUNITY ACTION PROGRAM

117 E Third Street  
Aberdeen, WA 98520

**JOB DESCRIPTION**

**PROGRAM:** SE/GSE

**TITLE:** Group Supported Employment Job Coach

**JOB CLASSIFICATION:** Employment Specialist

**SALARY RANGE:** \$14.08-16.84

**DEPARTMENT:** Social and Employment Services

**IMMEDIATE SUPERVISOR:** Employment Services Coordinator

**SUMMARY DESCRIPTION:** This position is responsible for all aspects of working with 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 worksites, 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 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 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.**