

COASTAL COMMUNITY ACTION PROGRAM  
101 E. Market St  
Aberdeen, WA 98520

**JOB DESCRIPTION**

**PROGRAM:** Group Supported Employment/  
Supported Employment

**TITLE:** Job Coach/Employment  
Specialist/Job Developer

**JOB CLASSIFICATION:** Case Manger

**STARTING SALARY RANGE:** \$28, 500-\$35,000 per yr

**DEPARTMENT:** Social and Employment Services

**IMMEDIATE SUPERVISOR:** Employment Services Coordinator

**SUMMARY DESCRIPTION:** This position is responsible for all aspects of working with individuals with a wide-range of disabilities to obtain employment, support individuals at employment sites, and/or Community Inclusion.

**FUNCTIONAL RESPONSIBILITIES:**

1. Develop job opportunities for participants using marketing and business contact methods.
2. Provide assistance to employers in reference to pre-employment placement and actual employment placement of clients to address employment barriers that assist program participants to achieve and maintain employment
3. Maintain regular communication with clients, employers, community partners, funders, and management.
4. Provides specialized case management services, complete assessments, on-site mentoring, job coaching and support services to assist program participants in successful work/volunteer site opportunities
5. Completes all required documentation, including but not limited to progress reports, client eligibility, enrollment, tracking and related documentation.
6. Maintains monthly paperwork and reports as required by the contract.
7. Coordinate with staff and other agencies to ensure positive community working relationships
8. Serves as an advocate and provides access and/or resources to services such as financial assistance and/or job placement or education.
9. Respect clients and co-workers as worthwhile individuals and maintain client confidentiality
10. Participate in other CCAP functions as directed
11. Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. Bachelors or AA degree
2. Prior experience in social health or employment service
3. Experience working with people with disabilities.

**REQUIRED QUALIFICATIONS:**

1. High School diploma or GED.
2. Demonstrate knowledge of local agencies, businesses and potential clients.
3. Demonstrate successful work history and relevant education.
4. Ability to cooperate with employers and staff to ensure a team approach.
5. Demonstrate working knowledge of Microsoft Office programs.
6. Ability to provide a supportive atmosphere for clients.
7. Work flexible hours as assigned, able to organize own time for work.
8. Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets
9. Must have own car, current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required
10. Ability to pass and maintain a back ground check.

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.