

Job Coach/Career Coach/Employment Specialist

NATURE OF WORK: Under general supervision performs work of moderate difficulty assistance in job training and supported employment for individuals with disabilities; performs related duties as assigned.

TYPICAL DUTIES: (Illustrative Only)

- provides supported employment and work adjustment training to referred Individuals;
- conducts interview and assessments to determine client training needs, job readiness, and suitability;
- provides employment support and independent living services;
- provides assistance in finding suitable employment (Job Development & Placement);
- ensures individual's success by providing or arranging services that assist clients to maintain employment and/or independent functioning in the community;
- maintain client's case notes and monthly summaries;
- maintain a positive relationship with referral sources, employees, and businesses;
- participates on designated committees;
- attends conferences, meetings, and training as required;
- advocates for individuals with disabilities;
- prepares and maintain client files and documentation;

KNOWLEDGE SKILLS AND ABILITIES:

- techniques and practices of case management and employment training (soft skills);
- principles And practices associated with providing independent living/support services to persons with disabilities;
- support service available for individuals with disabilities;
- private and public sector employment practices, local business, and community resources.
- standard office practices, procedures, and equipment;
- business English, spelling, and report writing.
- evaluation client needs and identifying appropriate training/support protocols;
- create and maintain a positive working relationship with clients, coworkers, service providers, and employers;
- effectively communicate with and train persons with a range of physical, psychological, and developmental disabilities;
- create and maintain files and records; follow written and verbal instructions; communicate effectively verbally and in writing
- assist with resumes, master application, and plans for employment

QUALIFICATIONS:

High School diploma / GED with 5 -7 years paid experience in a related field which includes a Residential/DTA setting, or Any Degree in related field with 3 years' experience or Related Fields Include Social work, Psychology, Education, Vocational Rehabilitation, Sociology, Human Development or Direct Care. Must have a valid Arizona driver's license and clean driving record for the past 3 years. Must have Level 1 Fingerprint Clearance Card or ability to obtain. Must have the ability to complete training provided by Quality Connections, including CPR, First Aid, Article 9, etc. Must be at least 21 years of age.

Quality Connections is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status or employees with military family members, political affiliation, or any other factor protected by law.