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***POSITION AVAILABLE***

Posted: August 3, 2011

JOB TITLE: JOB COACH  
PROGRAM/LOCATION: COMMUNITY EMPLOYMENT/ISABELLA COUNTY  
DATE AVAILABLE: August 31, 2006  
REPORTS TO: SHAD WELKE, ASSISTANT DIRECTOR OF COMMUNITY  
EMPLOYMENT HOURS: MON 4:30 PM – 10:45 PM, TUE 4:45 PM – 10:45 PM WE 12:30 PM –  
10:45 PM - THU 4:45 PM – 10:45 PM, FRI 4:30 PM – 10:45 PM, (34.75 HOUR WORK WEEK)  
STARTING WAGE: \$8.25-\$9.25 HOUR  
APPLY TO: MARLENE FREEZE, HUMAN RESOURCE SPECIALIST

GENERAL DESCRIPTION: The Job Coach will provide for the implementation of a training program for persons with disabilities to work in a community based employment setting, serving as a working supervisor to assure customer satisfaction.

MINIMUM QUALIFICATIONS: Six months of work experience relevant to the job assignment, specifically commercial janitorial and housekeeping services. Able to communicate effectively with persons served, employers and staff. Physically able to perform the job to the satisfaction of the customer and to provide training to adults with disabilities on all aspects of the job. Position requires Medium Work: able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently. Able to work effectively with persons displaying challenging behavior. Requires First Aid/CPR certification.

PREFERRED QUALIFICATIONS: Experience in a supported employment program or other community based rehabilitation program. Training or work experience in a service industry; i.e., commercial janitorial & customer service. Completion of training relevant to rehabilitation i.e., Behavior Management, Employment Training Specialist, Direct Care Worker, etc.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

Posting Dates: February 10, 2011 to February 17, 2011